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ABSTRACT

With the passage in early 1975 of the social service amendments to the Social Security Act, referred to as Title XX, a major new opportunity to serve children and youth has emerged. Seizing the opportunity will be largely dependent on the well-prepared presentation of a case for the needs of young people by dedicated advocates in every state. Title XX fosters a decentralized program of Federally supported services as set forth in a Comprehensive Annual Services Program (CASP) Plan published by each governor, and prepared and administered by the designated Title XX agency in each state. In addition, the law encourages very active participation by private organizations, agencies, and individual citizens in the development of the plan and, by contract, in the provisions of the services planned. This manual is designed to help advocates for children and youth understand the opportunities in Title XX and prepare for effective participation in the state planning process. The manual is organized as follows: Section 2 describes the background and philosophy of Title XX; Section 3 outlines the operating requirements of the new law; Section 4 describes the planning requirements in Title XX along with detailed examples of how Title XX can be used to fund children and youth-oriented services programs; and Section 5 suggests some "next steps" for state or local action. (Author/RWP)

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CHILD WELFARE LEAGUE OF AMERICA, INC.

USING TITLE XX TO SERVE CHILDREN AND YOUTH

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April 25, 1975

Dear Advocates for Children and Youth:

The Child Welfare League of America is pleased to make available to you this manual on Title XX, the new Social Services program that replaces the old Title IV-A program. The new program goes into effect on October 1, 1975, and the Title XX planning effort is currently under way at a rapid pace. Therefore, if you wish to participate in major decisions regarding resource allocations for children and youth in your state, you must get involved now! Every state must publish for public comment a proposed services plan by July 3, and the contents of that document could well influence your state's commitment to children and youth for years to come.

I do not want to ignore the significant long-term planning opportunities implicit in Title XX, but the immediate goal must be to participate to the greatest extent possible in the development of the first plan. I hope this manual will be helpful to you in those efforts.

Sincerely yours,

Joseph H. Reid
Executive Director

JHR/bf

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1.0 INTRODUCTION

With the passage earlier this year of the social service amendments to the Social Security Act, referred to as Title XX, a major new opportunity to serve children and youth has emerged. Seizing the opportunity, however, will largely be dependent on the well-prepared presentation of a case for the needs of young people by dedicated advocates in every state.

Title XX fosters a decentralized program of Federally supported services as set forth in a Comprehensive Annual Services Program (CASP) Plan published by each governor and prepared and administered by the designated Title XX agency. In addition, the law encourages very active participation by private organizations, agencies, and individual citizens in the development of the Plan and, by contract, in the provision of the services planned.

Now is the time to begin that participation since the first CASP Plan is due to be issued for public comment by July 3, 1975 -- 90 days before the first program year begins on October 1st. The first Plan will be drafted during April, May, and June of this year, so efforts to influence the contents of that Plan must occur immediately if they are to have any impact.

This manual is designed to help advocates for children and youth, both in the public and private sectors, understand the opportunities in Title XX and prepare for effective participation in the state planning process this year and in the future.

The manual is organized as follows: Section 2 describes the background and philosophy of Title XX; Section 3 outlines the operating requirements of the new law; Section 4 describes the planning requirements in Title XX along with detailed examples of how Title XX can be used to fund children and youth-oriented services programs; and Section 5 suggests some "next steps" for state or local action.

(The reader should realize that all citations from the regulations refer to proposed regulations only. Published April 14, 1975, for 30 days of public comment, the final regulations will probably not be available before June 1. Therefore, certain provisions in the proposed regulations may be changed before the first program year begins.)

2.0 THE BACKGROUND AND PHILOSOPHY OF TITLE XX

When Public Law 93-647, or Title XX of the Social Security Act, was signed into Law early in 1975, a major stalemate on social services was resolved and significant new opportunities were presented. A few words about the past may help us better understand both the immediate and future opportunities which Title XX provides for serving the needs of children and youth and their families.

Over the years, under the Social Security Act, there has been significant support for services to young people in addition to basic income support. The Maternal and Child Health Program (Title V), and Child Welfare Services (Title IV-B) have provided specialized services funding on a restricted basis while Medicaid (Title XIX) and Social Services (Titles IV-A and VI) provided funds on an unrestricted, open-ended basis.

Federal spending under the Social Services Titles began to expand rapidly under this "open-ended" provision during the 1968-1972 period as more states began to take advantage of the flexible rules regarding client and services eligibility, as well as by using the purchase of service provision to support a variety of service programs developed by other public and private agencies. This rapid expansion did not occur uniformly across the country because states were disposed to do different things with the program and because of inconsistent interpretation of the Federal rules.

Federal rules required that services recipients have a categorical linkage to cash or medical assistance programs. Depending on how states were instructed to or chose to interpret these provisions, many needy and potentially eligible people in need of services were excluded from the program. Likewise on services, many states were hesitant to use Federal funds for services other than those directly provided by case workers. Moreover, confusion was not lessened by the oftentimes lengthy approval process for amendments to state services' plans (every state was required to have a formal "plan" before it could participate in the program).

The issue that finally led to a $2.5 billion ceiling and later to new legislation was the explosion in program costs. States began to realize that by stretching the rules significant portions of a state's human services budget could be refinanced through Titles IV-A and XVI (Title XVI was incorporated into Title VI as of January 1, 1974). The funding explosion focused attention on the Federal Government's lack of management control over the program. The result was unregulated growth and very little information about program results.

During this period of uncontrolled growth, the Social and Rehabilitation Service (SRS) began to develop an approach to these problems which was not unrelated to its other major service program, Vocational Rehabilitation. The approach to "social service reform" was also linked to the HEW priorities of that period -- integration of categorical services and special revenue sharing. Two basic concepts were developed which later became the cornerstones of Title XX:

- Program growth and the solution to human problems should not be controlled by the Federal Government through tight definition of recipients and the services to be provided them. Instead, the states should be given a fixed allotment of funds, but wide latitude to define their priority problems and the services response which would be most effective in solving those problems in combination with other existing resources.

- Accountability should be promoted by fostering citizen participation in a goal-oriented process of planning and reporting. A goal structure was defined to fit both individual case planning and statewide planning. Reports could then show how many people receive which services at what cost and with what results -- and how this activity compared with the original Plan.

The fixed allotment principle was established in law in 1972 with a Federal ceiling of $2.5 billion. The remaining principles emerged later in Title XX, but only after much debate and months of effort by DHEW, interest groups, state and local government representatives and the Congress.

Based on the above concepts, the Title XX philosophy is expressed in other corallary principles:

- With respect to the goal structure, the basic purpose of social services is presumed to be helping individuals move to or stay at the least dependent status at which they are capable of functioning; that is, moving as much as possible from institutionalization at one end of the spectrum to self-support at the other -- where there is no continuing need for services or income maintenance support.

- In order to achieve these goals, problem areas of target groups should be overcome by appropriate services identified as needed at the local level, and not prescribed Federally.

- Accountability for the program at the state and local level should be directed less to the Federal Government and much more to the public. Thus:

  -- Plans for services for certain target groups must be developed in a public process that includes citizen participation, and is designed to meet discrete needs in decentralized geographic areas.

  -- Results of the service program must be publicly reported and evaluations produced.

  -- The net result of this interactive process should be to make state and local government direction of social services more responsive to the needs of its citizens.

- What is called for at the program level is paralleled at the individual client level. Services' goals and an appropriate service plan should be formulated with and for each client, and the result must be reported in such a way that the aggregate results of all individual cases become the state's program report.

- The priority for public social services funds should be focused on those with low income. As an individual becomes more self-supporting (in terms of total income) there is required more direct participation in the cost of services through a sliding fee schedule, thus avoiding an arbitrary line between those who get publicly sponsored services and those who do not.

- Title XX funds may not substitute for existing program support in other human service areas where there is already an established state or Federal responsibility, e.g. state institutions, public education, Medicaid, cash assistance, etc.

- The choice and scope of services in between the restricted areas should be broad and flexible, allowing these Title XX resources to complement all other programs in a way that promotes the overall integration of services to better enable a comprehensive approach to problems. The state is asked to plan specifically for the use of complementary program resources and the means of coordination with them.

3.0 TITLE XX OPERATING REQUIREMENTS

Title XX can clearly be a positive force in providing services to children and youth and their families, but capitalizing on the opportunity requires an understanding of the specific provisions of the law and proposed regulations. Since the program offered in each state is derived from the contents of its Comprehensive Annual Services Program (CASP) Plan, it may be helpful to look at provisions of the law in roughly the order they might be considered in the planning process. Section 3.1 describes the rules relating to needs definition; Section 3.2 explains client eligibility; Section 3.3 describes the five program goals; Section 3.4 defines allowable services; Section 3.5 outlines resource and matching requirements; and Section 3.6 discusses program reporting requirements.

3.1 Assessing Needs

Although Title XX does not specifically require states to do a formal "needs assessment" before publishing its proposed CASP Plan, it does require states to describe what procedures were used to take into account the needs of the public. The proposed regulations further require that any description of a needs assessment process includes:

-- Data sources used;

-- Public and private organizations consulted; and

-- The manner in which the results of the process were incorporated in the Plan.

In light of this guidance, it is quite apparent that few states will ignore needs assessment, if only to avoid having to admit that no such process was used in its Plan development. Therefore, needs assessment is the first point at which advocates for children and youth and their families should consider intervening on Title XX.

One of the best ways of doing this is for concerned groups and individuals to become more active with state agencies and legislatures in taking a fresh look at target groups within the child and youth populations. Carrying out the philosophy of Title XX means breaking out of the traditional pattern of looking at needs through the perspective of existing programs, and looking instead at the nature of specific identifiable problems. Title XX invites questions like how can we reduce the number of youth from becoming involved in the juvenile justice system, or what do children in the mental health institutions need to move toward normalization of life in the community?

It is now more appropriate than ever to go beyond the kind of approach which simply asks, how much more of one particular service is needed? By looking at needs by target group, we may discover that too many scarce social service resources have been committed to one service, and that it makes more sense to shift financial resources towards a balanced package of services directed at helping the most vulnerable children and youth.

3.2 Client Eligibility

The ideal Title XX program would serve anyone who is in need within the defined target group. Those who, because of their income status, do not qualify for Federal financial support would have to pay a fee or be served at state and local expense.

The potential eligibility range for Federal matching is broad enough to encompass the most vulnerable young people. There are three new Federally supported eligibility categories: people eligible on the basis of income; people eligible as recipients of income maintenance; and people in need of designated services which can be provided without respect to income. These categories are discussed below with comments relevant to children.*

Income Eligible Individuals

The basic Title XX eligibility criteria allows each state to receive Federal support for the provision of services to all those in need whose income is not greater than 115 percent of the state's median income adjusted for size of family, as indicated in Appendix I.

This income related criteria is a sharp philosophical break from the traditional welfare-related categories in Titles IV-A and VI. It helps to alleviate the "taint" of welfare programs as it encourages services planning and delivery on a needs-oriented basis.

It should be noted that the state is not obligated to serve people up to the 115 percent limit. The eligibility range may be set lower at the discretion of the states. Since states are obligated to administer a graduated fee schedule for services (other than for certain exempt services) to anyone whose family income exceeds 80 percent of the state's median, there may be some reluctance on the part of agencies to assume this administrative responsibility. Such an outcome would be most unfortunate. Title XX provides an excellent opportunity to expand the scope and image of services programs to needy people with middle incomes. Such expansion can help diffuse increasing resentment by middle income people when they are denied public services which they support financially. Such resentment can place entire programs in jeopardy.

* There appears to be no consistent definition of "children" in Title XX or the proposed regulations. The regulations do include a provision for special situations in which a child is defined simply as an individual under 18 years of age. HEW's Social Service Reporting Requirements define "child recipient" as an unmarried individual who is not a head of household and who is under 18, or, if attending school, under 21.

A preferred solution is to work out the fee problem and continue the graduated scale (which may be different for different services) beyond the 115 percent limit with state and local funds absorbing the difference between the fee paid and actual cost of service. An arbitrary cut-off is often damaging both because of the resentment it generates and because the healthiest services' environments include individuals from a mix of income levels. In sum , under Title XX the establishment of eligibility criteria by income level must be decided by each state and this decision merits the active participation of child and youth advocates.

Income Maintenance Eligible Persons

Since all those below 115 percent of a state's median income level may be eligible for Federally matched services, virtually all persons receiving SSI (Supplemental Security Income for the aged, blind, and disabled) or AFDC payments will be automatically included in that definition. However, Title XX carries a special requirement to ensure that this group receives the benefits of services' dollars:

> 50 percent of all Federal matching funds must be spent on services to people receiving or eligible to receive cash assistance* or Medicaid benefits. (Therefore, since the Federal matching percentage is 75 percent of the total, the state meets this requirement if 37.5 percent of total program dollars are spent on this group.)

Most states should have little difficulty in meeting this requirement since their Titles IV-A and VI programs were largely directed to welfare recipients.

Individuals Eligible for Specified Services Without Regard to Income

For certain narrowly defined services, all people in need are served without charge and without regard to income. They are:

- Basic information and referral (I&R) services. These services are defined in the proposed regulations as including a brief assessment (but not diagnosis and evaluation) followed by referral to and follow-up with appropriate service providers. I&R services can only be provided by agencies that have I&R as a specific function, and a staff with identifiable tasks relating to I&R. This can include any private agency so long as a valid purchase of services contract exists between the private agency and with the designated Title XX agency.

*This also includes essential persons in a home who are counted in determining a cash grant.

- Services directed at the goal of preventing or remedying neglect, abuse, or exploitation of children or adults unable to protect their own interests. The regulations define such children as those "harmed or threatened with harm by a person responsible for the (child's) health or welfare, through non-accidental physical or mental injury, sexual abuse (as defined by state law); or negligent treatment or maltreatment including the failure to provide adequate food, clothing, or shelter." The services specifically available to such vulnerable persons are:

  "(i) Identification and diagnosis;

  (ii) Receipt of reports and investigation thereof;

  (iii) Determination that the individual is vulnerable or at risk or neglect, abuse or exploitation;

  (iv) Counseling and therapy, and training courses for parents of the individual;

  (v) Emergency shelter (for not more than 30 days in any 12 month period);

  (vi) Legal representation of the individual; (and)

  (vii) Arranging for the provision of services."

Eligibility Determination

The proposed regulations state unequivocally that an individual's eligibility for receiving services must be ascertained prior to service delivery, except in emergency situations where the passage of five days is permitted before the determinations must be made. This provision may cause serious administrative difficulities for service providers. In the absence of an operational definition of "emergency," the "prior determination" rule rigidly enforced would make service delivery to a person who comes in off the streets almost impossible since the information on eligibility given by the individual must be verified. This somewhat illogical provision could be changed before the final regulations are published.

The eligibility process is of significant importance to youth services providers because under Title XX the designated state agency can delegate responsibility for determining client eligibility to other public or private agencies with which it has a purchase of services agreement . This represents a significant change from the past services program where the responsible state agency retained responsibility for eligibility determination. It is indicative of the trend toward decentralization, but also forces private organizations providing services to come to grips with a large degree of administrative responsibility and fiscal accountability for which they may not be prepared.

It should also be recognized that the law and regulations leave unresolved certain questions regarding eligibility for the exempted "neglect and abuse" services. The law refers generally to children "unable to protect their own interests." The regulatory language, on the other hand, requires specifically that there exist the threat of harm from (or negligent treatment by) a parent or guardian. This language creates problems for the provision of these services to several categories of highly vulnerable children and youth, including runaways.

Runaway youth are in serious danger, especially in metropolitan areas to which they are drawn. They are highly vulnerable to maltreatment because they are not in their own home or under other protective care, yet the absence of overt or threatened actions on the part of a parent or a guardian may preclude runaways from receiving these services without an income test. Likewise, hard-to-place adoptive children illustrate a strange quirk in the Title XX rules. Foster children with serious physical or mental disabilities often need extensive services to remain in a home. The foster parents also need counseling and training to be able to handle the child's problems. Unfortunately, because Title XX eligibility is based on individual or family income, the moment at which the foster family adopts the child, Title XX support would cease (assuming the adoptive parents' income exceeds the Title XX cut-off). This arbitrary cut-off acts as a strong financial disincentive to adoption -- a perverse effect on the law which works against the best interests of the child.

The Federal rules do provide some interpretive latitude so these issues may still be argued successfully by states who are backed up by well-informed advocacy groups.

3.3 Program Goals

Once needs and eligibility have been determined, Title XX requires the states to establish goals and objectives for its programs. This is consistent with the Title XX philosophy in which a goal structure is established by which to plan, and account for, results. This is considered by many to be a major and positive reform. Although goal-oriented case work is not new, this emphasis may encourage more timely decisions and better follow up to avoid letting children drift, as is often the case.

Along with the requirement for goal definition, the concept of a primary recipient is a change from Title IV-A in which many agencies recorded a family as one case or recipient for record purposes. The primary recipient under Title XX is that individual for whom, or with whom, a specific goal is established and to whom services are provided for the purpose of achieving the goal. Services are considered to be provided to a child as primary recipient when they are provided to other members of the child's family to

facilitate achievement of his or her goal. If there are several children in the same family, each with his own case record and specific services needs, then the family includes several "primary recipients."

There are five broad national goals to which all services must be directed. Other goal statements or special objectives will be subordinate to one of these five:

1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency;

2. Achieving or maintaining self-sufficiency, including the reduction or prevention of dependency;

3. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families;

4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; or,

5. Securing referral or admission for institutional care when other forms of care are not appropriate, or providing services to individual institutions.

The philosophy underlying this goal structure is that the highest possible level of independent functioning should be pursued. The program should move people away from relatively dependent individual functioning (characterized in the extreme by institutional placement) towards relatively independent functioning (characterized at the other end of the spectrum by financial and social independence). The goals are described in more detail as follows:

Goal #1

The first goal -- self-support -- encourages the establishment of objectives and programs which enable individuals to live independent lives. For example, job training for a pregnant teenage girl, making arrangements for alternative schooling for a "drop out" youngster, or a vocational workshop for handicapped young people all could be supported under this goal. While every effort should be made to use resources of other Federal programs like the Comprehensive Employment and Training Act (CETA), Vocational Rehabilitation, Special Education, and even revenue sharing, Title XX can be a source of funding to complement these programs. For example, support activities like day care, transportation, or job counseling can supplement other public programs to fill in gaps and better assure successful goal achievement.

Goal #2

Maintaining people in independent living or in a family setting, with or without continuing social services, is the intent of the second goal -- self-sufficiency. It is reasoned that without needed services, some people would have to be supported in institutions or community-based care facilities. Adoption of children with special needs, or the provision of homemaker services to a mother so that her family can stay together while she is in the hospital are examples of the possibilities under this goal.

Goal #3

Goal #3 fits appropriately in the center of the goal structure. While almost any service to children and youth can be viewed as helping them achieve one of the other goals, or preventing them from slipping back, Goal #3 underlines the intent of Title XX to support protective and other child and youth services. In fact, it is to this goal that the special group of seven protective services available without an income test is directed. As discussed earlier, the opportunities are very great under this goal to improve services to children in need beyond the limits of the present narrow funding base for protective services.

Goal #4

Goal #4 covers situations in which a young person needs continuing care, but if community-based services exist, deinstitutionalization may be achieved or institutional commitment may be avoided. Services to children and youth in halfway houses, residential treatment facilities, or other foster care situations would be included here.

Goal #5

Goal #5 relates to those remaining situations where arrangements must be made to care for a child in an institution.

These goals are to be assigned to each service contemplated by the state in its annual Plan. This goal-oriented case work process accomplishes several things. Properly managed, it will encourage better planning and follow through. The recorded information will enable concerned people at all levels to know if services are being provided according to original expectations and with what level of goal achievement.

3.4 Services and Administrative Activities

As the foregoing material suggests, Title XX gives each state the authority to select the services necessary to achieve the legislated goals. There is a requirement that family planning services be available to all AFDC recipients who request them. In addition, SSI recipients must be offered at least three services in every geographic area. Advocates will want to give serious consideration to the needs of blind or disabled children and youth in this category. Further, at least one service in each geographic area must be provided for each of the five national goals. These requirements, along with the process of needs assessment, are included in the law to help encourage a balanced program.

A representative list of services is suggested in the law, but it is presented only for illustrative purposes and does not limit a state's authority to decide what services it will provide. (A list of services prepared for DHEW use on reporting requirements is included at Appendix II.) Basically, Title XX makes the designated state agency accountable to the public for the effectiveness of services selected and delivered to alleviate human problems. The CASP Plan and subsequent reports are vehicles for this accountability, as is actual community experience. The Federal Government does not have the authority to question a state on whether or not a service is appropriate to a given goal. To receive Federal reimbursement, however, it is necessary for each service delivered to be listed in the state's Comprehensive Annual Service Program Plan. Therefore, it must be an immediate objective of child and youth advocates to ensure that the needed services are included in the Plan at the outset. The alternative is a fairly lengthy and difficult Plan amendment process.

There are some forms of support which are not allowable as social services for Title XX Federal matching. Most of these limitations are related to previous Federal policy:

- Medical services are not considered to be social services eligible for Title XX reimbursement unless:
  - -- The medical service is an integral but subordinate part of the social service as described in the CASP Plan;
  - -- The cost of the medical component is no greater than 25 percent of the total cost of the service of which it is a part; and
  - -- The individual cannot get the medical service paid for under Medicaid or Medicare.

Since the Title XX funds are limited by allotment and Medicaid funds are not, it is basically in the interest of the social service program to draw upon Medicaid first. In fact, there are provisions of Medicaid which have not been utilized to the best interest of younger people. Foremost among these is the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) program. Administrative arrangements can and should be made to make EPSDT available to the people under age 21 who are receiving Title XX services. Further, Section 1902 (b) (2) of Title XIX should be used to secure Medicaid benefits to children who are not members of families (more than thirty states use this provision to provide Medicaid coverage to children in foster care).

After properly using Medicaid/Medicare in conjunction with Title XX services, there is still a problem providing care to children in poor, non-Medicaid families including those children with special needs who might be adoptable by a non-Medicaid family if there were some means to pay their medical expenses. To close this gap will require legislative changes.

- Educational services are not Title XX social services if they are generally available without cost.

  Here, too, the guarantee to each child of an equal opportunity to an education appropriate to his or her needs should be fulfilled, and social services should only be used to supplement, not replace, normally available services.

- Maintenance assistance is not a social service. Therefore, Title XX will not provide matching money for:

  -- Cash payments, except in certain situations to reimburse an individual for purchase of a service.

  -- Room and board, except when (as with medical services) it is an integral but subordinate part of a social service, and then only for a limit of six months. This exception does not include basic foster care payments, but it does include emergency shelter for up to 30 days per individual in any twelve month period, however, which encourages the expansion of protection service programs.

- Institutional care is not a social service within the philosophy of Title XX. The goal structure envisions services to arrange for institutional care when necessary, but most fundamentally promotes the movement of people out of institutions into community-based alternative living arrangements. Services provided in institutions are tightly controlled. Services to children and youth in hospitals, facilities for the mentally retarded, prisons, and foster care

institutions qualify for Federal reimbursement only when the services are not inherent responsibilities of the facility, are provided from outside the facility in which the individual resides, and when the same services are available to individuals living outside the institution in the same geographic area.

The intent of these provisions is to avoid refinancing care in institutions which has been traditionally a state responsibilty or which should qualify for Medicaid payments if the facilities meet Federal standards. The "extra" services necessary to promote and support deinstitutionalization are the ones HEW is trying to encourage, but the distinction is difficult to draw. Undoubtedly, there will be a continuing struggle over this limitation as states try to minimize their budget increases for institutions by maximizing the use of Federal funds. Since children and youth in institutions are an important target group, it will be an area for concerned people to become involved in to see that services money is not spent just to maintain the status quo in the institutions.

- Basic foster care services are not considered social services for the purpose of Title XX cost sharing. However, special needs above the basic foster care payment are fundable so long as the need is certified by a trained professional.

  One important potential area for local participation is in setting standards for institutional and foster care. Title XX requires states which include institutional or foster care services in their CASP Plan to establish or designate a state authority or authorities responsible for establishing and maintaining standards which are reasonably in accord with recommended standards of national standard setting organizations.*

- Day care services must meet specified standards to qualify for reimbursement with Title XX money. As with institutions, there must be a state authority to establish and maintain standards "reasonably in accord with national standard setting organizations," including standards for in-home care. Out-of-home care facilities must meet licensing requirements and the 1968 Federal Interagency Day Care Requirements with some specific exceptions:

  -- In day care centers or group day care homes the proposed standards are: children under 6 weeks, a 1 to 1 child to adult ratio; children 6 weeks to 18 months, a 3 to 1 ratio; and 18 months to 36 months, a 4 to 1 ratio.

* For suggested foster care standards see Standards for Foster Family Services Systems published by the American Public Welfare Association, March, 1975, and developed in collaboration with the U.S. Children's Bureau.

-- In a family day care home, the allowable standards are no more than two children under 3 years, and no more than five children under 14 years, including the day care mother's own children.

-- The proposed standards for school age children in day care centers are for ages 6 to 10, a 15 to 1 child to adult ratio; and ages 10-14, a 20 to 1 ratio.

The reader is advised that these are the proposed regulatory requirements as published on April 14, 1975. The comment period occurs during the drafting of this document, so these and other proposed rules cited herein may be changed in the final regulations.

- Purchase, construction, or major renovation of land, building, and fixed equipment is not a service and continues to be prohibited for Federal services money under Title XX.

- Services without charge to the individual recipient are largely a discretionary matter for the states. It was pointed out in Section 3.2 that certain services may be provided to all individuals in need irrespective of income (these are information and referral services and services directed at preventing or remedying abuse and neglect). The state is obligated to charge a fee for any other service provided to persons with an income of between 80 and 115 percent of the state's median, and the state has the option of charging fees to those with income below 80 percent of the median. Since fees to the lowest income groups is a matter of state discretion, advocates will no doubt wish to participate in that policy decision.

- Administrative cost reimbursement has few limitations for either public or private agencies. Administrative costs basically mean general operating expenses like salaries, rent, equipment and supplies, maintenance, etc. In addition, Title XX can extend coverage to other administrative tools for maximizing the benefits of a state's program. For example:

  -- Installation and operation of a computer-supported case management system to help case workers keep track of service progress and meet the Title XX reporting requirements;

  -- Operation of an adoption exchange;

  -- Administrative costs of advisory committees of youth, parents, etc.;

-- Training and supervising volunteers;

-- Public nformation campaigns to get volunteers, foster homes, adoptive homes, etc.

- Staff training services can also qualify for Title XX reimbursement. In fact, the training provisions are not included within the $2.5 billion program ceiling, thus leaving an "open-ended" opportunity to carry out staff training. Title XX will pay for most types of training, but will pay for the salary of the trainee only when the training is provided on a full-time basis for a period longer than eight consecutive weeks.

3.5 Resources

The Title XX program, like the Titles IV-A and VI programs before it, is financed by state expenditures and reimbursed 75 percent by the Social and Rehabilitation Service of the Department of Health, Education and Welfare. In the case of qualified family planning services the Federal share is 90 percent. Currently, there is a Federal allotment of $2.5 billion apportioned among the states on the basis of population. Some states presently spend more than their allotment and finance the excess entirely with state and local dollars. However, most states are still spending below their available allotment as indicated in Appendix III.

There has been considerable confusion about the availability of additional program funds under Title XX. In fact, there is no new money available from the Federal Government under Title XX. The more important thing is that there is new flexibility, as well as several new limitations, on how the $2.5 billion can be used. Consequently, there is fresh competition for existing as well as unused Federal dollars, and advocates must develop their knowledge quickly and well in order to assure a balanced program which includes a reasonable and effective effort on behalf of children and youth.

The state's share of funds may come from appropriations to the designated Title XX agency or to the state agency providing services under a purchase of services agreement. In addition, individuals and private agencies may donate funds to the state which can be Federally matched, but with certain limitations: such funds can be used to purchase services from the donor only if the donor is a non-profit organization, and funds can be donated for a specific service and geographic area if the donor is not a provider of that service; and in-kind services from a private agency are not countable as the state's share for Federal matching purposes.

As states get close to or exceed their ceiling, financial arrangements should be closely reexamined to assure that other programs are being maximized. For example, Medicaid should pick up all the family planning expenditures it can to have more room within the Title XX ceiling. The Title XX agency should, in its planning, conduct a thorough analysis of how coordination with other programs can expand the services available to Title XX clients. There is wide latitude in purchasing services listed in the Plan from other public and private agencies, though valid contracts must be executed.

Combination programs linking together Federal project grants and some Title XX funds can produce effective leverage to serve more young people than any single program could do. Similarly, coordinated planning with sponsors of the Comprehensive Employment and Training Act, the Juvenile Justice and Delinquency Prevention Act of 1974, Vocational Rehabilitation, the Head Start Program and other ongoing service programs can have even greater long range impact in making available more comprehensive services for children and youth per dollar expended. Local people who get together to propose creative combination efforts should have a better chance to get the necessary complementary service or shared service (e.g. transportation, psychological testing, etc.) listed in the state's CASP Plan.

Since personnel training is matched outside the $2.5 billion ceiling, states spending their full allotment should exercise some care to assure that none of these expenditures, particularly in-service training, is unnecessarily included in the services overhead costs of public and private agencies within the state allocation. Separately identifying and claiming for such services may free up additional services funds within the state's limitation.

In any case, as states and their private partner agencies attempt to maximize Federal support under Title XX, they must meet the requirement that the aggregate level of state money (exclusive of donations) expended on the services in the Plan be maintained at the level spent by the state under Titles IV-A and VI in 1973 or 1974, whichever was lower. This "maintenance of effort" provision is an attempt to avoid trading Federal for state or local dollars and getting no expansion in services.

3.6 Social Service Reporting Requirements (SSRR)

In putting together a plan which takes advantage of, and meets the requirements of, the Title XX opportunities for children and youth described above, both private and public agencies should take into account the reporting requirements. These requirements do not appear either in the law or the proposed regulations, but have been published in a separate issuance. The basic information which will need to be kept in each "primary recipient's" case record and, together with cost data, aggregated by the state in quarterly and annual reports is extracted and reproduced in Appendix IV. These reports will be required on a phase-in schedule over the next two years. Agency case workers and supervisors will generally want more information than what is

required in the case record to keep track of client progress. Existing providers from whom the state purchases services will want to review their present information system and determine with the Title XX agency what changes are required. In some cases, the basic client record will be kept by the state agency and service delivery reported in by contract providers; in other cases the maintenance of the client record will be delegated to other public or private service providers.

If these requirements are integrated into a well planned goal-oriented case management system and resource directory, and supported by electronic data processing that can produce summary reports for case workers, supervisors, and agency managers at all levels, there can be major benefits to children and youth. Specifically such a system can:

- Help the case worker by providing a basic case management tool which:
  - -- Supports a goal-oriented case management approach, helping the case worker to identify barriers, define goals, and schedule services on a more timely basis.
  - -- Carries forward enough basic client information from intake to support good evaluation and service planning.
  - -- Provides up-to-date information on appropriate service resources, including identifying potential foster care and adoptive parents.
  - -- Gives the case worker an ongoing picture of the status of the client and monitors progress against the service plan, especially when services may be provided by other agencies.
  - -- Reminds the case worker when it is time for a case review.
  - -- Saves worker time by producing reports, or providing pre-prints of reports, the case worker would otherwise have to fill out by hand.
  - -- Facilitates transfer of cases and assumption of responsibility between workers or agencies.
- Assist supervisors by providing management reports which:
  - -- Help balance caseloads among staff.

- -- Highlight client situations which may require special attention to achieve more progress toward specified goals.
- -- Identify differences in practice and results which could point to the need for special training or resource development.
- -- Assist in more efficient and productive case conference scheduling.

- Enhance agency management at the local, state and Federal levels, by producing management reports which:
  - -- Bring data together around common definitions to make better planning and resource allocation possible.
  - -- Provide a basis for cost allocation and for verifying reimbursement claims.
  - -- Give facts about client population, service needs, and service utilization upon which community awareness can be built; and state legislatures and the Congress can become more responsive.
  - -- Satisfy the Social Service Reporting Requirements of Title XX, and provide a base for developing each state's next Comprehensive Annual Services Program Plan.*

*More detailed information on the SSRR can be obtained from HEW's Social and Rehabilitation Service Information Memorandum CSA-IM-75-4 dated March 21, 1975. Of related benefit may be a model Child and Youth Centered Information System, the development of which was sponsored by the Child Welfare League of America with funds provided by the Edna McConnell Clark and Booth-Ferris Foundations. The system is designed primarily to cover the most vulnerable children, i.e. those who are in out-of-home care, but it can be adapted to include services to the larger population of children in need. More information on the system can be obtained by writing to the Child Welfare League of America, Inc.

4.0 PARTICIPATION IN THE STATE PLANNING PROCESS

Interested parties seeking to participate in Title XX planning and funding should take two perspectives: short-term and long-term. The short-term perspective is directed at maximizing participation in the first Plan, which is due to be published in proposed form by July 3, 1975, in anticipation of October 1 implementation. Therefore, it is undeniably important to become involved between now and August 17, 1975, (the earliest date on which public comment to the proposed Plan can end). There will be strong pressure to build the CASP Plan around current services expenditures under Titles IV-A and VI, and once resources are allocated in the first year, it will be all the more difficult to modify spending patterns in the future -- no matter what the provisions of the law.

However, this is not to deny the long-term potential afforded by Title XX to help establish a more effective planning capability for the problems of children, youth, and others in need. Title XX is forcing states to take a broader perspective in their planned use of services' funds. It requires goal-oriented planning, measurable objective setting, and performance reporting. Most significant of all, Title XX installs a public accountability mechanism. The entire planning process and the decisions which result from it will be open to public scrutiny. The potential benefits of such requirements are tremendous. There are excellent opportunities for advocates and interest groups to take an active role in the newly evolving state planning process. In particular, Title XX implicitly encourages planning directed at the problems of specific target groups.

4.1 Target Group Planning

Before examining the specific planning requirements of the new law, it may be useful to provide by brief example a description of how a state or local group can use Title XX to build a program focused on the multiple needs of designated target groups. There follows a number of illustrations which can serve as a conceptual framework from which to read the specific state planning requirements.

- Handicapped children. Title XX provides a vehicle for delivering a variety of services to the handicapped. Although Title XX funds cannot be used to pay for educational services generally available to a state's residents without cost, specialized education requirements are reimbursable. In addition, transportation services can be provided to make it possible for the child to receive services outside of his home; physical or occupational therapy can be provided, so long as any medical component is an integral and subordinate part of the service and not otherwise covered by Medicaid or Medicare; day care or homemaker services can be provided to allow for the parent to work, have regular periods of "free time", or to run errands; and Title XX can underwrite the costs of counseling provided to handicapped children and their families. (State laws on special education must be examined to determine responsibilities of state education agency before any education services are provided.)

- Children in Institutions. Title XX has strict limitations on the provision of services to institutionalized populations, but provides strong incentives to move people (including children) out of institutions into community-based alternative living arrangements. Such care may be provided either in foster homes or group homes. Title XX can fund the organization of such a program, the training of staff people needed to work with the children in overcoming significant community barriers to normal living, specialized day care (or day acitivity center) services for the child, counseling for the child and foster family's special needs, recreational services, legal services as required, transportation services, assistance in locating an adoptive home, employment services, and homemaker services. They key to using Title XX's flexibility is a careful analysis of individual or group needs resulting in a carefully constructed combination of services.

- Children in Need of Foster Care. The needs of this group can be dealt with in much the same way as the combination of services described immediately above. These children do not necessarily come out of institutions, but they almost always suffer from problems requiring specialized care and services (e.g. 40 percent of these children have parents suffering from physical or mental illness; 33 percent come from families disrupted by divorce, desertion, drug problems, etc; 17 percent have behavioral abnormalities; and 10 percent have been abused or neglected). It should be noted that foster care services eligible for Title XX cost sharing must be supplemental to basic foster care and only in cases where a special need has been certified by an "appropriately qualified independent professional."

- Children in Need of Adoptive Services*. When return to the family or guardian's home is not possible, adoption is generally preferable to continued foster care. However, parental rights, race, or a handicapped condition of the child may be a barrier to adoption. Therefore, placement for adoptions of children with special needs often requires the provision of many supplemental services. Legal services or special counseling may be the keys to freeing the child from his biological parents for adoption. Adoptive services for hard-to-place children often require special counseling for the child and adoptive family, special rehabilitation services, day care, part-time in-the-home caretaker services, etc. Larger components of an adoptive program are training of adoptive placement workers, a publicity campaign directed at

* For a detailed analysis of Adoptive Services fundable under Title XX, refer to "How to Use Title XX to Promote Permanence for Children," published by the North American Center on Adoption, April, 1975. It is available from the Child Welfare League of America, Inc.

locating adoptive families for "hard-to-place" children, adoption exchange, screening and placement services, use of an adoptive parents advisory council, etc. All of the services and activities mentioned are eligible for Title XX matching.

- Migrant Farm-Worker Children. Children who move from place to place throughout the year and who often spend considerable time working in the fields, usually fall far behind in educational achievement, health condition, social adjustment, and future employment potential. There are obvious difficulties in locating these children, but for those who spend a lengthy period in one place, there is a genuine opportunity to design and provide a multiple service program of special tutoring, pre-vocational training, health-related services, nutrition counseling, day care, transportation services, and family counseling. The program would preferably draw upon existing services resources and use Title XX funds to fill in the gaps, but there is nothing which would prohibit the use of Title XX funds for all these services. Particularly important for transient populations is Title XX's prohibition against imposing any residency requirements.

These are only a few of the identifiable target groups for which Title XX lends itself to comprehensive program planning. Several more examples are described in much greater detail in Section 4.5 for the purpose of demonstrating how these ideas can be specifically packaged to meet the requirements of the state agency in developing its CASP Plan.

4.2 Title XX Planning Requirements

Section 2004 of the law requires that each state must prepare a Comprehensive Annual Services Program (CASP) Plan. For the first year of CASP Plan implementation, scheduled to begin October 1, 1975, the state must:

- Indicate when the first services' "year" ends (states are free to have their services' year correspond with either the state or Federal fiscal year -- hence, the first program "year" can extend as long as twenty-one months to facilitate the needed transition);

- Widely distribute its proposed program plan for public comment at least 90 days before scheduled implementation;

- Include in the CASP Plan:

  -- Program objectives;

  -- A list of the services to be provided, definitions of those services, and their relationship to program objectives (the list must include at least one service for each of the five program goals and at least three services for SSI recipients);

- -- The categories of individuals to be served;
- -- The geographic area to be served and the nature and amount of services to be provided in each area;
- -- A description of the planning, evaluation, and reporting activities to be implemented;
- -- A description of the organizational structure through which the program will be administered (including the extent to which public and private agencies will provide services);
- -- A description of how the services will be coordinated with cash assistance, medical assistance and related human services programs;
- -- An estimate of expenditures under the program by service, category of persons to be served, and geographic area;
- -- A comparison of estimated non-Federal expenditures under the program and non-Federal expenditures for the services described in the law during the preceding services' program year; and
- -- A description of the steps taken to assure that the needs of everyone in the state were considered in the development of the Plan;

- Accept public comment on the proposed Plan for at least 45 days and then publish the final Plan before the program year begins (with an explanation of all changes made from the proposed Plan); and
- Provide at least 30 days of public comment for any subsequent proposed amendments to the Plan.

4.3 A Role For Children and Youth Advocates

The opportunities for participating in Title XX decisions will vary significantly from state to state. Some of the variables which are important to consider are the extent to which a state is already spending its Title XX allotment; the extent to which the designated state agency chooses to open up the planning process; the traditional role of the legislature in controlling funding decisions; the geographic regions into which the state is divided for Title XX planning purposes; the amount of "competition" for Title XX funds by other interests; the balance of political power in the state; and the nature and quality of the planning input provided by the advocates for children and youth.

Most of these elements are generally beyond the control of children and youth interests. The one that is clearly within their control, however, is the last one. Time is extremely short and the designated agency will almost certainly be able to use all the constructive help offered to it. One of the more effective ways of participating in the process may be to work jointly with other groups in the state that have similar interests. The idea of Title XX is not to have a large number of competing groups approaching the state agency independently. The CASP Plan must pull together the varied demands and services needs from across the state. Advocates can make the most constructive contribution by sharing the broadest possible perspective with the state planners.

Now that the relevant provisions of the law have been described and the planning process outlined, the next step is to discuss an approach to program planning which can serve as a guide for those seeking to participate in the state planning process. The next section describes a planning process developed on a logical progression from problem identification to proposed solution. Systematic (though not necessarily sophisticated) analysis of the kind described is not specifically required by Title XX, but it is totally consistent with the Title XX provisions. It is a process which the state agency will be trying to follow in a general way, so material which in this way fits the state's planning needs stands the best chance for inclusion in the Title XX CASP Plan.

4.4 Format For Planning

Step 1. Needs Assessment

The first step in any planning process should be an accurate identification of the problem. For Title XX purposes, a state must not only define specific needs, but also must describe the processes used to determine those needs.*

The techniques to be employed will vary depending on the type of problem, but possible data sources include the following:

- State agencies responsible for children and youth services (e.g. Office of Child Development, Criminal Justice Planning Agency, Developmental Disabilities Council, 4-C Committees, etc.);
- Local public agencies (e.g. police departments, schools, departments of welfare, unemployment offices, social security offices, etc.);
- Private agencies and organizations involved with young people (United Way, Child Welfare League of America, universities, etc.);

*HEW has published a guide describing the problem identification process in detail. Entitled "Needs Assessment," the booklet is available from HEW regional offices or from the Community Services Administration, 330 C Street, S.W., Washington, D.C. 20201.

- Federal Government agencies (Library of Congress, Office of Youth Development, Office of Child Development, Law Enforcement Assistance Administration, etc.);

- Demographic data on the target population (Bureau of Census, special studies, etc.);

- Data collected by national, state, or local private agencies (National Institute of Drug Abuse, local chapter of National Association of Retarded Citizens, etc.), and interest groups relating to specific problems;

- Research studies; and

- Public hearings.

Title XX requires states to provide a "description of steps taken to assure that needs...were considered in Plan development." It is important to recognize that HEW does not have the authority to force a state to modify its planning or "needs assessment" process. Instead, the law's public disclosure requirements indicate a chosen strategy of utilizing public accountability as the means for control. (A discussion of specific requirements appears in Section 3.1).

Step 2. Specification of Goals and Objectives

The needs identified in Step 1 must be translated into operational objectives which are consistent with Title XX's national goals. Therefore, state planners should translate specific needs into conceptual goals. For example, an identified lack of educational opportunities might be translated into the goal of helping handicapped young people to reduce dependence and achieve economic self-support through the provision of special education and accompanying support services (Title XX Goal #2). The goal for those children identified as being inappropriately placed in an institutional setting might be to provide a system of community-based alternative living arrangements and associated support services needed to maintain the child outside the institution (Title XX Goal #4).

Needless to say, many programs and services will be directed towards two or more goals. The deinstitutionalization example has elements of protective services in the short term, and self-sufficiency and self-support in the longer run.

Converting these goals into operational and measurable objectives is more difficult. The intent is to create a reasonable target of performance against which progress can be measured. In the handicapped children example the objective might relate to bringing a certain number of children up to a specific grade level in reading and arithmetic within a designated time period. The deinstitutionalization example might have a target for the number of young people to be placed in community settings in a given time period.

Step 3. Specification of Services and Activities

Once operating objectives are defined, there is a need to specify the services and activities which are necessary for the achievement of those objectives. Since the state has wide flexibility in selecting services to be provided, the real challenge is to identify the right mix of services and the providers of those services.

Sometimes the barrier to objective achievement may be readily identifiable (e.g. no transportation to an existing services facility), or it may be quite complex (e.g. identifying the comprehensive needs of the parent of a battered child). In most cases the problem will require a mix of services (e.g. handicapped children in foster homes may need special tutoring, transportation, physical therapy, counseling, day care, and training for the parents and foster parents).

Service identification must include an assessment of other available resources. Title XX requires that states describe how their program will be coordinated with other human services programs. Although no coordination is required, the exercise of describing coordination efforts should lend itself to the identification of existing resources. This gives the planner the proper perspective from which to determine what additional resources are needed, and what role other public and private agencies will plan in providing services.

Step 4. Costs and Sources of Funds

Closely associated with the acitivites planning process must be an estimation of the costs and the availability of resources for carrying out the proposed Plan. Since Title XX resources are limited, every effort should be made to identify outside resources before Title XX funds are tapped. Also, since 25 percent of the cost for Title XX eligible programs must be provided from within the state, this non-Federal share must be identified in advance of program initiation.

The states are required to identify in their Plan the resources to be used to carry out the program, and to estimate expenditures by type of service and category of individuals to be served.

Step 5. Plan Implementation

An effective means of implementing a specific program is to break down the activities listed in Step 3 into their component parts or into sub-objectives. Such a procedure facilitates delegation of responsibilities and the designation of milestones for measuring progress.

Step 6. Reporting and Evaluation

An integral part of the operational plan will be a built-in monitoring and reporting system. States must be prepared to defend their claims for Federal reimbursement by documenting that the services were provided to eligible people, that services funded were eligible for Federal reimbursement, that the costs reported reflect actual expenditures, and that at least 50 percent of the Federal funds were spent on services to individuals currently receiving or eligible to receive public assistance or Medicaid.

Some of this information may be provided to HEW on the social service reporting system forms described in Appendix IV. Perhaps most important, this information can prove to be an invaluable tool for intra-state program evaluation.

4.5 Planning Examples for Children and Youth

The following examples are intended to serve as illustrations on how specific children and youth oriented programs may be planned, justified, and funded under Title XX authority. The reader will note that the examples are not mutually exclusive, but each varies in several important aspects from the others. An effort has been made to touch a wide variety of relevant issues in the hope that the reader can adapt elements of several examples to a very specific state or local problem to which Title XX funds should be directed.

EXAMPLE A. Program to Divert Youth From The Juvenile Justice System

Background

Suppose a state wishes to initiate, or a group of concerned individuals in a community seeks to create, an alternative to the juvenile justice system for dealing with young people charged with committing juvenile "status" offenses (e.g. truancy, curfew violations, drinking alcoholic beverages, etc.) who are often taken into custody by the police, booked, and detained overnight or released to the custody of their parents. These practices not only result in a police record being compiled on the youth (with a variety of negative consequences), but also serve as a poor deterrent to involvement in future anti-social behavior because the individual does not receive the services required to address his or her problems. Therefore, the sponsors wish to establish community-based alternatives to the handling of status offenders.

The program envisioned would establish several store front locations where a young person charged with committing a minor offense could be brought by the police. An intake worker would receive an informal report from the police on the nature of the incident and, after contacting the parents or guardian, would then provide counseling to the youth and/or the parents and make referrals to other agencies in the community for needed services. Follow-up counseling, both with the young person and the appropriate responsible adult would also be an integral part of the proposed program. It is assumed that discussions have been held with both the police and probation departments, and the officials of both departments have agreed to refer all status offenders to such a program.

In order to satisfy Title XX requirements and thus qualify for Federal funding, this conceptual idea should be expanded and systematically developed as follows:

Step 1. Needs Assessment

Police records in the example community show that 2,000 minors involved in 3,000 offenses who were taken into police custody and charged with committing

juvenile "status" or other minor offenses during the past year. Police records also indicate that previous offenders are six times as likely to commit an additional offense than are non-offenders, and that 50 percent of all first offenders are likely to be repeat offenders within twelve months. Historical evidence indicates that multiple offenders (four or more incidents while a legal minor) are ten times more likely to commit a serious crime before the age of twenty-five than are those individuals involved in one to three incidents.

An assessment of community agencies indicates that few youth and their families are receiving counseling services designed to address the problems which resulted in the offense (and thus help prevent involvement in delinquent activities). Moreover, the literature indicates that the existence of a police record creates problems for youth in obtaining future employment and, for those individuals charged with subsequent "status" offenses, an increased probability that they will be sent to juvenile court.

Step 2. Setting Goals and Objectives

It is believed that an alternative to the juvenile justice system combined with intensive counseling and follow-up will reduce the incidence of future criminal involvement as well as strengthen the family unit by resolving intra-family conflict. These general goals relate most closely to national Goal #3 in preventive terms and Goal #2 in more positive terms, i.e. "achieving or maintaining self-sufficiency." Goal #3 is relevant both in terms of "preventing or remedying neglect, abuse, or exploitation of children," and "preserving, rehabilitating, or reuniting families."

These program goals can be translated into the following specific, measurable program objectives:

1. Divert at least 90 percent of all juvenile "status" offenders from the juvenile justice system during the first year.

2. Reduce the rate of recidivism for first offenders by 25 percent during the first year.

3. Reduce by one-third the number of "status" offenders who commit a serious crime by the age of twenty-five.

The third goal is not achievable in one year's time, but is indicative of the type of long-term focus which is appropriate under Title XX's flexible requirements.

Step 3. Specify Services and Activities

The planned services program must be consistent with Title XX requirements if Federal funds are to be used in subsidizing the costs. The services to be provided under the diversion program appear generally to be consistent with the definition of protective services described in the proposed regulations. The planned services would include:

-- Individual diagnosis of the problem of each youth referred by intake workers to determine if the individual is vulnerable or at risk of neglect, abuse, or exploitation;

-- Counseling for the individual young person;

-- Counseling and training courses for the parents or family unit of the individual;

-- Emergency temporary shelter for the youth;

-- Legal representation for the youth; and

-- Arrangement for the provision of additional services through referral to other community agencies.

Step 4. Determine Costs and Sources of Funds For Operating The Program

An analysis of the staffing, facility, and equipment requirements indicates the following summary needs: (Needless to say, budgets will vary tremendously depending upon the scope of the problem and the availability of community resources. In this case, three offices are needed, but two are provided by a youth services bureau. The counseling staff, which includes the three directors, is designed to accommodate anticipated caseload demands.)

	Annual Budget
Office space (1 office @ $250/mo.)	$ 3,000
Project Director	10,000
Two Office Directors @ $7,500 ea.	15,000
Three counselors @ $6,500 ea.	19,500
Part-time workers	3,900
Indirect labor costs (12% of labor)	5,800
Training expenses	1,500
Travel expenses	900
Special equipment (police radio tie-in)	1,200
General and administrative (25% of total)	15,200
	$76,000

Annual Budget

Expected Sources of Funds

Private donations (to state)	$2,000	
In-Kind contribution--public agency	3,000	
City funds	5,000	
State agency funds	3,000	
Total state/local share matchable 3:1 with Title XX funds		$13,000
Title XX (3 x $13,000)		39,000
LEAA grant (not matchable)		20,000
In-Kind contribution--private organization (not matchable)		4,000
		$76,000

This budget is predicated on the assumption that much of the services program is reimbursable under Title XX and that the recipients of those services are eligible under Title XX. The rationale employed here is that some of these youth are highly vulnerable to abuse, neglect, or exploitation and are in need of the special services to be provided. Title XX regulations impose no economic eligibility criteria in such cases. However, it should be noted that the proposed regulations are written to support a fairly strict interpretation of eligibility. Therefore, public and private agencies should seek prior clearance from the designated Title XX agency, which can in turn approach the HEW Regional Office for clarification. To the extent that HEW balks at considering some of these young people automatically eligible for the services, a process for determining individual eligibility must be installed. The services can be provided an an "emergency" basis prior to the determination of eligibility, but Title XX reimbursement will only be available when the need for "protection" or income related eligibility can be documented.

It should be noted that if some services recipients are ineligible for Federal cost sharing, accurate records relating services and costs to specific clients must be maintained to assure that all uses of Title XX funds comply with the law and regulations. Many states are well into the process of developing information systems which make these distinctions and establish all necessary linkages.

EXAMPLE B. Program of Comprehensive Emergency Service (CES) For Children and Their Families*

Background

Suppose a state agency seeks to take an active approach to the implementation of PL 93-247 (The Child Abuse Prevention and Treatment Act) by helping local communities to implement a program of comprehensive emergency services. The state intends to install CES programs throughout the state, but is pursuing an incremental strategy which, in the first year, will result in the establishment of CES systems in two communities--one with a population of 50,000; and the other with a population of 500,000.

The basic purpose of the CES system is to identify and meet the crisis needs of children and their families, and to prevent the removal of the child from his home wherever possible. The CES system builds upon multiple agency cooperation to provide a coordinated system of services available on a 24-hour, seven days a week basis. It presents several emergency care options for providing protection and reducing the trauma of a crisis situation. Designed specifically for responding to the needs of neglected and abused children, the CES system also serves the needs of families whose crises result from other causes (e.g. catastrophe to home, eviction, illness in family, missing child, etc.).

The required planning steps are the following (for the community of 500,000):

Step 1. Needs Assessment

The community does not have a specified call number for reporting suspected child abuse or neglect cases. Physicians, social workers, and police collectively estimate that less than one-fifth of such cases come to their attention. In the most recent year, 300 such cases came to the attention of authorities, 120 of them as a result of physicians reporting suspected abusive treatment after examination of the child for other purposes. Of the other 180 cases, 100 of them were reported after regular business hours.

Of the 300 child abuse or neglect cases, 210 children were taken away from their parents, 90 on a permanent basis. Case workers from the Department of Public Welfare worked with all families involved.

*The program description used in this example was adapted from a detailed description of a Comprehensive Emergency Services system appearing in a booklet prepared by the staff of the

National Center for Comprehensive Emergency Services to Children
Nashville Urban Observatory
320 Metro Howard Office Building
25 Middleton Street
Nashville, Tennessee 37210

The publication was largely based on work performed pursuant to a contract with the U. S. Children's Bureau, Department of Health, Education and Welfare.

Forty-three incidents of a catastrophic nature were reported which required separation of a child from its parents where no abuse or neglect was involved. In such cases, the children were placed in either a children's receiving home or a foster home until they could be reunited with family, relatives, or friends. The community had no program for providing emergency shelter to whole families.

Step 2. Setting Goals and Objectives

The underlying goals of the CES system are to identify problem situations as quickly as possible on a 24 hours-a-day, seven days-a-week basis; to have a trained worker at the scene immediately after the report is received; to avoid removing the child from his home and parental custody if possible; to provide emergency shelter for all who are in need; and to follow up on all cases to seek unification of families. These goals relate directly to national Goals #2 and #3.

First year program objectives are the following:

1. Increase by 200 percent the reports by the public of suspected abuse and neglect cases.

2. Have a trained case worker at the scene of the reported incident within two hours after the report is received.

3. Reduce the proportion of abuse and neglect cases where custody of the child is taken from parents or family from 70 percent to 50 percent.

4. Reduce the number of instances in which a child is removed from his home after a catastrophe from 43 to less than 25 cases.

Step 3. Services and Activities

The CES system planned in this case consists of the following component parts:

- Child in crisis hotline and accompanying media campaign alerting public to the problem and their legal and moral responsibility to report incidents;

- Twenty-four hour emergency intake;

- Emergency caretakers to spend full-time in the child's home;

- Emergency homemakers to spend days in the child's home;

- Emergency foster family homes in child's neighborhood;

- Emergency shelter for families and adolescents;

- Emergency health care;

- Counseling, therapy, and training courses for the parents or family unit of the child;

- Referral and follow-up for the provision of additional services.

Step 4. Costs and Sources of Funds for Program Operations

It is assumed that some of the services described above would qualify as protective services under Title XX (e.g. intake, emergency shelter, counseling and therapy, and arranging for follow-up services). The hotline and media campaign would qualify as information and referral services under Title XX. Both of these services' types can be provided without regard to an individual's income. (At this point, the proposed regulations do not consider emergency caretaker or health services to be "protective" services, although this may be changed at some point because the caretaker in an emergency is usually socially preferable to emergency shelter at lower cost; and emergency medical care is usually the first service needed by a battered child.)

Resource Needs (Community of 500,000)

Supervisors (intake and follow-up @ $13,000)	$ 26,000
Emergency and follow-up staff (10 @ $8,500)	85,000
Homemaker supervisor	11,000
Homemakers (8 persons @ $7,000/half time)	28,000
Emergency, caretakers (5 persons, retainer plus hourly)	12,000
Foster families (6 in high-risk neighborhoods)	15,000
Private agency contract for shelter	4,000
Special services and equipment (hotline, media campaign, portable telephones, food, transportation, medical, etc.)	8,000
Labor overhead (10% labor)	15,000
General and administrative (13%)	26,000
	$230,000

Sources of Funds

Private donations (to state)	$10,000	
In-Kind services (university staff)	3,000	
City agency funds	20,000	
State agency funds	15,000	
Total state/local matching funds for Title XX		$ 48,000
Title XX (3 x $48,000)		144,000
Fees charged		8,000
Federal grant		30,000
		$230,000

In Appendix V, the program data for Example B is described in a suggested format developed by HEW for state planning purposes.

EXAMPLE C. Runaway Program for Adolescents

Background

Concern about the problems of runaway youth has increased significantly in recent years as greater numbers of young people are leaving home without parental knowledge or consent, many of them without a place to stay.

Since most runaways tend to go to the nearest large city, a runaway program can be "statewide," yet involve only a few program locations. In this example, three runaway houses are proposed to serve the entire state.

Step 1. Needs Assessment

It is estimated from police and juvenile court records, welfare statistics, and other available sources that 800-1,200 young people aged 11-17 ran away from home during the past year. Approximately 65 percent went to or remained in the three largest urban centers, 25 percent left the state, and 10 percent remained in their home communities. Additionally, an estimated 300-500 runaways from other states were in need of shelter and services during the year. The program will be designed to serve the youth who run to the three largest cities as well as those youth who are considering leaving home.

Intervention efforts will be directed specifically to the estimated 35 percent who stay away from home one to four days, the 18 percent who stay away 5-10 days, and the 18 percent who remain away 11-24 days. In addition, services will be directed towards the estimated 100-150 runaways who are taken into protective custody and are placed in an institutional setting.

Step 2. Goals and Objectives

The goals for runaways are directly related to national Goals #2 and #3, with short term relation to #4. Basically, the program is directed at providing emergency shelter to young people in need, communication with and facilitating reconciliation with families, intervention before the youth leaves home, and the provision of alternatives to placement in an institutional setting when a return to the family is not feasible.

The program goals translate into the following operating objectives:

1. Locate and provide emergency shelter for a period of no longer than ten days for 1,000 runaways.

2. Facilitate communication with the families or guardians of 90 percent of those served within 48 hours of intake.

3. Assist in reuniting 75 percent of the families with whom communications have been established.

4. Reduce the estimated number of institutional placements to no more then 25 through the efforts described above, placement in foster and group homes, and the provision of legal representation.

Step 3. Services and Activities

The runaway program propsed will be comprised of the following services:

1. Hotline for providing information, referral, and informal counseling to runaways and potential runaways.

2. Intake center with staff available 24 hours-a-day, seven days-a-week, to provide counseling and referral to appropriate services.

3. Emergency shelter either at the intake center or through other arrangements such as foster homes, YMCA, etc.

4. Legal services as required.

5. Assistance is locating alternative living arrangements through foster homes or group homes as alternatives to placement in institutions.

Step 4. Costs and Sources of Funds for Program

It is assumed that most of the services provided qualify as "protective" services under Title XX, and that all individuals served qualify for Federal reimbursable services as being presumptively vulnerable and neglected or abused. Non-protective services will be provided to everyone, but reimbursed with Title XX only when eligibility is documented.

A sample budget follows (the reader is advised that the sample budget refers only to the costs of one center.)

Resource Needs (One Center)

Project director	$11,000
Support counseling staff (2 @ $7,000)	14,000
Half-time bookkeeper ($2.50/hr.)	2,600
Hotline with volunteer staff	1,500
Facility rental (old house)	4,000
Furnishings (lease)	1,200
Funds for service purchase (food and lodging)	3,000
Legal services (purchase)	1,200
Transportation services (purchase)	1,200
Staff training	1,000
Staff travel	600
Labor overhead (12% direct labor)	3,300
Miscellaneous general and administrative (13%)	6,500
	$50,000

Sources of Funds

Private donations (to states)	$3,750	
Local public funds	5,000	
State/local matching funds for 3:1 Title XX funds		$ 8,750
Title XX matching funds (3 x $8,750)		26,250
Federal categorical grant		15,000
		$50,000

EXAMPLE D. Training Program for Protective Services Case Workers

Background

Because of the nature of the work, there is a very high turnover rate among case workers who deal with abused and neglected children. There is tremendous stress involved in working with severely battered children, with irate and threatening parents who resent outside instusion, with problems that often do not lend themselves to short-term closure, and in situations which occur at random but are always of a crisis nature.

The proposed plan is a training program which provides special training in crisis-oriented counseling and part-time formal educational training in related subjects.

Step 1. Needs Assessment

Suppose a state determines that there is a 60 percent annual turnover rate among case workers who work with neglected or abused children and their families. In addition, 45 percent of the cases result in complaints about how the case is being handled.

Step 2. Goals and Objectives

Consistent with Title XX's Goal #3, the state seeks to improve its program of protecting neglected and abused children through staff improvement.

The specific objectives for the first year are:

1. Reduce the turnover rate among protective services case workers by 33 percent (i.e., from 60 percent to 40 percent).

2. Reduce the proportion of cases resulting in complaints from 45 percent to 35 percent.

Step 3. Services and Activities

The planned strategy is to provide services to newly employed workers as well as existing employees.

- Newly-employed workers will receive a four-week orientation period consisting of extensive role playing practice; passive participation in actual cases; and active participation in actual cases accompanied by experienced professional workers.

- Existing employees will be offered opportunities for part-time course work at local college and universities; attendance at training seminars; and opportunities for full-time attendance at a college or university.

Step 4. Costs and Sources of Funds

Title XX has fairly lengthy proposed regulations on acceptable training expenditures. This is due both to past abuses and to the fact that the training authority is excluded from the $2.5 billion ceiling.

Generally, the proposed regulations (45 CFR Sec. 228 Subpart H) require that open-ended training funds be used only for persons directly related to the provision of services. Salaries of individuals being trained will only be paid with training funds (as opposed to closed-end services funds) when the person is in full-time training for a period longer than eight weeks. Otherwise, only the cost of the educational services will be paid. Funds can be used to maintain a training staff in the state and to bring in outside experts to conduct special programs. (These are only a few of the relevant regulations and the reader is advised to examine the regulations closely to assess the eligibility of a special training program.)

Estimated Program Budget

Intensive Orientation Program (for 30 new hires)

Role playing laboratory (30 persons x 20 hrs. @ $10)	$ 6,000
Practice case work -- co-case worker training (30 persons x 20 hrs. @ $5)	3,000
Printed materials (30 persons x $20)	600
sub-total	$ 9,600

Ongoing Training

Part-time university (15 persons x $200)	$ 3,000
Seminar (50 persons x $50)	2,500
Full-time university (1 person x $6,000)	6,000
Printed materials (50 persons x $10)	500
sub-total	$16,500

Central-Training Staff (amounts equal 15% of total Central training budget)

Director	$ 1,400
Assistant	800
Clerical	300
Direct overhead (12% labor)	300
General and administrative (33% labor)	900
sub-total	$ 3,900
Total Training Budget	$30,000

Sources of Funds

State agency	$6,000	
State university (in-kind contribution, reduced tuition and fees)	$1,500	
State/local funds eligible for 3:1 Federal match		$ 7,500
Title XX training funds		22,500
		$30,000

5.0 CONCLUSIONS AND NEXT STEPS

Title XX affords child advocates, public and private agencies providing services, and state agencies a unique opportunity to think about their goals and objectives in new creative ways. Under Title XX, the rules are new, the program focus is modified, and the planning process is in the public domain. This does not mean that services programs will be starting from a zero base, however. Existing programs always tend to be the most likely candidates for continued funding in a political environment. Therefore, programs currently receiving funds under the Titles IV-A and VI programs have an important edge in securing Title XX funds. The process will not be automatic, however, and existing programs will be subject to the same scrutiny and planning requirements as new efforts. A strong emphasis on public accountability for resource allocation decisions forces planners to be able to justify their actions.

The short-term opportunity to participate in this process is at hand and must be acted upon immediately. Just as last year's services programs have an edge in the first year of Title XX, so will this year's Title XX service providers have an edge in next year's Title XX resource allocation decisions. This is in many ways unfortunate, but a fact of bureaucratic life nonetheless.

Hopefully, this manual has provided a useful overview of the new law and the type of opportunities it affords. It does not really indicate what to do first, however, so the following next steps are suggested as check points for getting involved in the CASP Plan development process:

1. Find out which state agency is the designated agency for Title XX planning purposes (the Governor's office, the State Department of Public Welfare, county welfare offices, etc. should have this information).

2. Contact the state agency to learn who is responsible for developing the Plan (i.e. a special task force, a planning office, etc.).

3. Contact the group with planning responsibility for the following information:

   a. Breakdown of previous year's services spending including spending on children and youth programs;

   b. Plans at this stage for Title XX children and youth services;

   c. Plans for including public comment in the Plan development process (i.e. through regional hearings, written material, etc.);

d. Geographic areas into which the state will be divided for planning purposes;

e. Planning priorities;

f. Plan development time schedule;

g. State's tentative position on fee schedules; and

h. Specific type of outside assistance most needed in the Plan development process.

4. Contact group with similar interests in other geographic areas to explore possibilities for joint participation in planning process (e.g. joint testimony in regional hearings).

This is not an exhaustive list but it should lay the groundwork from which will follow the more specific planning outlined in the manual.

Advocacy groups should not lose sight of the long-run planning implications of Title XX in their efforts to get involved now. Title XX affords a major opportunity to states to alter significantly the way they plan for and serve children and youth and their families. Therefore, a prime objective of the advocates should be to help states capitalize on this opportunity by participating directly in the design and development of an improved, goal-oriented planning system.

APPENDIX I

SOCIAL SERVICES DEFINITIONS

Definitions of services as proposed by the Social Services Reporting Requirements are listed here. These are suggested for use, but not required.

ADOPTION SERVICES: Social service activities provided by the public social service agency under an approved plan or by an approved private agency for the purpose of adoption of a child, who is legally or expected to be legally free for adoption.

CHORE SERVICES: The performance of household tasks, essential shopping, simple household repairs and other light work necessary to enable individuals to remain in their own home when unable to perform such tasks themselves and which do not require the services of a trained homemaker or other specialist.

DAY CARE SERVICES FOR ADULTS: Services provided for a part of the day in a protective setting approved by the state agency for purposes of personal attention and to promote social health and emotional well-being through opportunities for companionship, self-education and satisfying leisure time activities.

DAY CARE SERVICES FOR CHILDREN: Comprehensive and coordinated sets of activities providing direct care and protection of infants, preschool and school age children during a portion of a 24-hour day inside or outside of the child's own home.

EDUCATION AND TRAINING SERVICES: Services directly associated with securing education and training below the baccalaureate level (except that past secondary vocational training for up to two years is permissible) which would otherwise have to be paid by the recipient, that is, fees, books, supplies, and transportation.

EMPLOYMENT SERVICES: Services to enable individuals to secure appropriate paid employment through educational and vocational training, medical diagnostic assessment, and through training leading to employment.

FAMILY PLANNING SERVICES: Social, education, and medical services to enable appropriate individuals (including minors) to limit voluntarily their family size or to space their children.

FOSTER CARE SERVICES: Staff activities in recruitment, study and approval/certification of foster family care homes; in the placement process, i.e., "matching" of individuals and family care homes; staff supervision of the home; re-evaluation of the home including reassessment of the individual's need for such care, counselling services with, or on behalf of, individuals and their families to attain other living arrangements when indicated.

HEALTH RELATED SERVICES: Services provided to assist individuals to attain and maintain a favorable condition of health by helping them to identify and understand their health needs and to secure and utilize necessary medical treatment as well as preventive (including Early and Periodic Screening Diagnosis and Treatment (EPSDT) Program) and health maintenance services including services in medical emergencies.

HOME DELIVERED MEALS; The preparation and delivery of nourishing meals to the homes of persons who are unable to obtain or prepare them.

HOMEMAKER SERVICES: Services to individuals and families in their own homes including helping individuals overcome specific barriers to maintaining, strengthening and safeguarding their functioning in the home through the services of an agency trained and supervised homemaker.

HOME MANAGEMENT SERVICES: Formal or informal instruction and training in management of household budgets, maintenance and care of the home, preparation of food, nutrition, and consumer education.

HOUSING IMPROVEMENT SERVICES: Services directed toward working with landlords and others to upgrade substandard rental housing; to obtain repairs to homes if substandard or unsuitable; and to find other housing suitable and adequate and at affordable prices.

INFORMATION AND REFERRAL SERVICES: Advice given to any family or individual, without regard to their eligibility for assistance or other services, of appropriate community resources where their request and needs can be met. This advice can be given face to face, by telephone, or by mail.

RECREATIONAL SERVICES: Assisting recipients to take advantage of recreational opportunities such as senior citizens' centers, public performances (music, other arts, etc.), encouraging their participation in social activities sponsored by fraternal, religious, civic, and other groups.

SOCIAL GROUP SERVICES: To provide eligible persons with opportunities for group experiences. Such experiences can help individuals to cope with personal problems, and develop capacities for more adequate social and personal functioning.

TRANSPORTATION SERVICES: Travel and related costs for eligible persons to community facilities and resources.

APPENDIX II

LIMITS ON ELIGIBILITY FOR SOCIAL SERVICES UNDER H.R. 17045 FOR NONRECIPIENTS OF WELFARE AND AFDC PAYMENT STANDARDS

[For Four-Person Families]

State	Social Services May Be Provided to Families With Incomes up to: [1]		Families Eligible for AFDC if Income Is Below: [3]
	Without fee [1]	If fee is charged	
Alabama	$9,530	$13,699	$1,488
Alaska	12,908	18,555	4,800
Arizona	10,904	15,675	3,384
Arkansas	8,830	12,694	3,300
California	12,004	17,256	4,164
Colorado	10,959	15,754	3,144
Connecticut	12,604	18,118	3,984
Delaware	11,402	16,391	3,444
District of Columbia	10,711	15,397	3,348
Florida	10,462	15,039	2,676
Georgia	10,190	14,648	2,724
Hawaii	12,393	17,823	4,788
Idaho	9,928	14,272	3,576
Illinois	11,999	17,249	3,456
Indiana	11,222	16,132	4,356
Iowa	10,608	15,249	4,512
Kansas	10,422	14,982	3,984
Kentucky	9,439	13,569	2,808
Louisiana	9,569	13,755	1,464
Maine	9,641	13,859	4,188
Maryland	12,060	17,336	2,712
Massachusetts	11,816	16,986	3,648
Michigan	12,034	17,293	4,560
Minnesota	11,293	16,233	4,440
Mississippi	8,730	12,549	3,324
Missouri	10,691	15,369	4,044
Montana	9,939	14,288	3,288
Nebraska	10,190	14,649	3,684
Nevada	11,722	16,850	2,412
New Hampshire	10,987	15,794	4,152
New Jersey	12,434	17,874	4,272
New Mexico	9,616	13,824	2,868
New York	11,792	16,952	4,704
North Carolina	9,752	14,019	2,208
North Dakota	9,458	13,595	3,780
Ohio	11,417	16,412	2,412
Oklahoma	9,844	14,151	2,832
Oregon	10,980	15,783	3,936
Pennsylvania	11,429	16,430	4,188
Rhode Island	11,046	15,879	3,732
South Carolina	9,620	13,829	2,604
South Dakota	9,335	13,419	3,936
Tennessee	9,494	13,646	2,604
Texas	10,468	15,047	1,680
Utah	10,397	14,946	3,288
Vermont	10,266	14,757	4,320
Virginia	10,674	15,344	3,732
Washington	11,583	16,650	4,032
West Virginia	9,280	13,341	2,604
Wisconsin	11,289	16,228	4,836
Wyoming	10,442	15,010	3,120

1. "Without fee" income level represents estimated 80% of state median in 1974. "If fee is charged" income represents the Federal ceiling of 115% of state median for a family of four. Adjustments to the median for other size families are as follows: one person-35%; 2 person family-60%; 3 person family-82%; 4 person family 100%; 5 person family-116%; 6 person family-131%; 1 percentage point for every additional member.
2. Limited to-100% of national median (1973: $13,710)
3. Data as of July, 1974, Source Department of Health, Education and Welfare.

APPENDIX III

FEDERAL SOCIAL SERVICES FUNDING

State	Full allocation under $2,500,000,000 limit	Amount of allocations used by State in fiscal year		
		1973 (actual)	1974 (estimated)	1975 (estimated)
Total	$2,500,000,000	$1,604,996,707	$1,577,984,679	$1,803,499,758
Alabama	42,140,000	16,278,683	20,237,852	24,599,000
Alaska	3,901,750	6,414,618	3,043,020	3,900,000
Arizona	23,351,250	3,182,326	3,018,546	3,412,000
Arkansas	23,747,250	6,276,582	5,988,020	6,396,063
California	245,733,250	211,583,774	245,733,250	245,733,250
Colorado	28,297,500	21,879,564	24,697,070	28,297,500
Connecticut	37,001,750	21,067,497	37,001,750	37,000,000
Delaware	6,783,250	7,839,897	5,300,853	5,434,913
District of Columbia	8,980,250	8,320,353	8,980,250	8,980,250
Florida	87,149,500	42,024,891	19,834,264	40,000,000
Georgia	56,667,000	48,488,595	38,921,188	40,124,985
Hawaii	9,712,500	2,321,023	6,103,394	9,143,471
Idaho	9,076,250	4,708,367	7,184,647	8,889,969
Illinois	135,076,500	139,454,609	113,469,003	126,355,000
Indiana	63,522,250	7,230,470	7,178,536	6,374,656
Iowa	34,612,500	12,673,536	16,186,407	18,818,837
Kansas	27,109,000	6,902,308	7,912,361	11,330,425
Kentucky	39,607,000	25,771,941	24,937,530	29,639,000
Louisiana	44,661,250	20,738,470	20,644,940	21,776,182
Maine	12,354,000	8,671,871	7,183,182	7,500,000
Maryland	48,695,250	26,897,470	29,864,389	44,620,469
Massachusetts	69,477,000	16,957,859	28,633,119	59,026,750
Michigan	109,036,000	59,145,311	65,706,638	78,016,000
Minnesota	46,774,250	29,317,354	39,368,374	46,774,250
Mississippi	27,169,000	11,540,994	5,378,763	6,246,227
Missouri	57,063,250	15,068,712	17,578,938	19,650,137
Montana	8,632,000	3,730,632	4,044,767	4,125,000
Nebraska	18,308,750	9,956,859	11,863,756	14,068,000
Nevada	6,327,000	1,750,832	2,181,761	2,652,000
New Hampshire	9,256,500	4,048,085	4,553,209	6,473,000
New Jersey	88,446,250	39,416,723	45,105,335	51,177,000
New Mexico	12,786,000	6,718,164	8,385,104	12,784,000
New York	220,497,250	220,497,250	220,497,250	220,497,250
North Carolina	62,597,750	22,582,777	21,551,479	26,666,782
North Dakota	7,587,500	3,962,570	3,725,135	3,448,756
Ohio	129,457,750	41,607,656	46,753,164	50,000,000
Oklahoma	31,623,000	24,805,756	16,889,381	18,331,562
Oregon	26,196,500	26,822,190	26,196,500	26,196,500
Pennsylvania	143,180,250	87,930,760	102,123,027	118,077,000
Rhode Island	11,621,500	9,417,509	11,022,726	11,437,000
South Carolina	31,995,250	21,325,273	10,996,990	18,414,000
South Dakota	8,152,000	2,469,433	1,817,946	1,818,000
Tennessee	48,395,000	24,955,917	15,576,979	16,624,000
Texas	139,854,750	99,087,150	93,803,790	117,505,000
Utah	13,518,500	5,479,162	5,712,463	5,139,216
Vermont	5,546,750	3,171,845	3,030,343	3,615,408
Virginia	57,195,250	20,211,917	23,773,657	27,614,212
Washington	41,335,750	76,865,796	41,335,750	41,335,750
West Virginia	21,382,250	8,170,853	11,102,627	11,367,624
Wisconsin	54,265,750	58,540,192	34,815,275	54,265,750
Wyoming	4,142,000	714,331	1,034,981	1,827,614

Source: Department of Health, Education, and Welfare.

APPENDIX IV

SOCIAL SERVICE REPORTING REQUIREMENTS (SSRR)

The forms on the following pages are proposed as the format for each state to report to the Federal Government the results of Title XX expenditures. Those public and private service providers from whom the state purchases services must have the capacity to report enough information, in combination with state records, to enable the state to file these or similar reports.

Note that the forms include some information on services provided to Work Incentives (WIN) program participants under Title IV which may include day care. Child welfare services under Title IV-B are included though this does not supercede reporting requirements under that program.

Of special significance are the separate columns covering children. They would enable the case for children and youth to be highlighted in the public accountability process from year to year.

The information required on the forms suggests certain minimum data elements which would have to be included in the record of every services recipient:

SUGGESTED LIST OF MINIMUM DATA ELEMENTS IN CASE RECORD TO MEET SSRR

Recipient Identification

Primary Recipient Identifier	-	Unique identifier for each recipient of service.
Date of Birth	-	To identify age.
Date of Intake	-	To track time in service.
Date of Closure or Change in Status	-	To track time in service.
Eligibility Category	-	(See Form 1)
Family Income (+ total number in family)	-	To establish income-related eligibility and fee where applicable.
Special Problem Identifier	-	(See Form 6)

Goal and Services Data

Goal status at intake Goal for which services are provided Goal change or status at closure	-	To measure achievement in relation to five national goals.
Services Provided	-	Names of services as defined in Comprehensive Plan.
Method of Service Provision	-	Direct provision (by reporting agency); purchase from private, or other public agency.
Closure Type	-	(See Form 4)

NOTE: COST OF SERVICES AND FEES CHARGED AND COLLECTED - This data would not have to be collected in individual case files, but can be established by sample (e.g. random moment time studies) and from separate files where fees are collected.

The above data elements only relate to the SSRR, as represented in the eight forms reproduced on the following pages. A good case management system will obviously record additional information necessary for proper planning and follow-up on the progress of each child.

STATE CODE

PERIOD ENDING MO. YR.

QUARTERLY
YEARLY
CHECK ONE

Form 1

COUNT OF PRIMARY SOCIAL SERVICES RECIPIENTS

Service Provision Status	TITLE XX							
	AFDC Non-Win		Income Eligibles		Medicaid		Without Regard to Eligibility	
	No. adult recipients	No. child recipients	No. adult recipients	No. child recipients	No. adult recipients	No. child recipients	No. adult recipients	No. child recipients
Continued from Last Period								
Initiated This Period								
Discontinued This Period								
Continuing to Next Period								

Service Provision Status	TITLE XX					TITLE IV	TITLE IV-B
	SSI					AFDC Win	CWS
	Aged	Blind		Disabled			
	No. recipients	No. adult recipients	No. child recipients	No. adult recipients	No. child recipients	No. recipients	No. recipients
Continued from Last Period							
Initiated This Period							
Discontinued This Period							
Continuing to Next Period							

STATE CODE

PERIOD ENDING
MO. YR.

QUARTERLY
YEARLY
CHECK ONE

Form 2A

SOCIAL SERVICES PROVIDED TO PRIMARY RECIPIENTS

Social Services	TITLE XX					
	AFDC Non-Win			Income Eligibles		
	No. adult recipients	No. child recipients	Total cost	No. adult recipients	No. child recipients	Total cost
Adoption Services						
Chore Services						
Companionship Services						
Day Care Services for Adults						
Day Care Services for Children						
Education & Training Services						
Employment Services						
Family Planning Services						
Foster Care Services						
Health-Related Services						
Home Delivered Meals						
Homemaker Services						
Home Management Services						
Housing Improvement Services						
Recreational Services						
Social Group Services						
Transportation Services						
Other Services (List below)						
_____						
_____						
_____						
_____						
_____						
_____						

STATE CODE

PERIOD ENDING
MO. YR.

QUARTERLY
YEARLY
CHECK ONE

Form 2B

SOCIAL SERVICES PROVIDED TO PRIMARY RECIPIENTS

Social Services	TITLE XX SSI							
	Aged		Blind			Disabled		
	No. of recipients	Total cost	No. adult recipients	No. child recipients	Total cost	No. adult recipients	No. child recipients	Total cost
Adoption Services								
Chore Services								
Companionship Services								
Day Care Services for Adults								
Day Care Services for Children								
Education & Training Services								
Employment Services								
Family Planning Services								
Foster Care Services								
Health-Related Services								
Home Delivered Meals								
Homemaker Services								
Home Management Services								
Housing Improvement Services								
Recreational Services								
Social Group Services								
Transportation Services								
Other Services (List below)								
_____								
_____								
_____								
_____								
_____								
_____								
_____								
_____								

STATE CODE

PERIOD ENDING MO. YR.

QUARTERLY
YEARLY
CHECK ONE

Form 2C

SOCIAL SERVICES PROVIDED TO PRIMARY RECIPIENTS

Social Services	TITLE XX					
	Medicaid			Without Regard to Eligibility		
	No. of adult recipients	No. of child recipients	Total cost	No. of adult recipients	No. of child recipients	Total cost
Adoption Services						
Chore Services						
Companionship Services						
Day Care Services for Adults						
Day Care Services for Children						
Education & Training Services						
Employment Services						
Family Planning Services						
Foster Care Services						
Health-Related Services						
Home Delivered Meals						
Homemaker Services						
Home Management Services						
Housing Improvement Services						
Recreational Services						
Social Group Services						
Transportation Services						
Other Services (List below)						
_____						
_____						
_____						
_____						
_____						
_____						
_____						

STATE CODE

PERIOD ENDING
MO. YR.

QUARTERLY
YEARLY
CHECK ONE

Form 2D

SOCIAL SERVICES PROVIDED TO PRIMARY RECIPIENTS

Social Services	TITLE IV				TITLE IV-B	
	AFDC Win				CWS	
	90/10 Services		75/25 Services			
	No. of recipients	Total cost	No. of recipients	Total cost	No. of recipients	Total cost
Adoption Services						
Chore Services						
Companionship Services						
Day Care Services for Adults						
Day Care Services for Children						
Education & Training Services						
Employment Services						
Employment-Related Medical Services (AFDC Win)						
Family Planning Services						
Foster Care Services						
Health-Related Services						
Home Delivered Meals						
Homemaker Services						
Home Management Services						
Housing Improvement Services						
Recreational Services						
Social Group Services						
Transportation Services						
Vocational Rehabilitation Services (AFDC Win)						
Other Services (List below)						
_____						
_____						
_____						
_____						
_____						
_____						

STATE CODE

PERIOD ENDING MO. YR.

QUARTERLY
YEARLY
CHECK ONE

Form 2E

SOCIAL SERVICES PROVIDED TO PRIMARY RECIPIENTS

(OPTIONAL)

Social Services	State Provided (No FFP)		
	No. of adult recipients	No. of child recipients	Total State cost
Adoption Services			
Chore Services			
Companionship Services			
Day Care Services for Adults			
Day Care Services for Children			
Education & Training Services			
Employment Services			
Family Planning Services			
Foster Care Services			
Health-Related Services			
Home Delivered Meals			
Homemaker Services			
Home Management Services			
Housing Improvement Services			
Recreational Services			
Social Group Services			
Transportatior Services			
Other Services (List below)			
_____			
_____			
_____			
_____			
_____			
_____			

STATE CODE

QUARTER ENDING MO. YR.

Form 3

METHOD OF SERVICE PROVISION TO SOCIAL SERVICE RECIPIENTS

Social Services	Direct Provision		Purchase Public		Purchase Private	
	No. of recipients	Total cost	No. of recipients	Total cost	No. of recipients	Total cost
Adoption Services						
Chore Services						
Companionship Services						
Day Care Services for Adults						
Day Care Services for Children						
Education & Training Services						
Employment Services						
Employment-Related Medical Services (AFDC Win)						
Family Planning Services						
Foster Care Services						
Health-Related Services						
Home Delivered Meals						
Homemaker Services						
Home Management Services						
Housing Improvement Services						
Recreational Services						
Social Group Services						
Transportation Services						
Vocational Rehabilitation Services (AFDC Win)						
Information & Referral Services (see instructions)						
Other Services (List below)						
_____						
_____						
_____						
_____						
_____						
_____						

STATE CODE

QUARTER ENDING MO. YR.

Form 4A

GOAL STATUS OF PRIMARY SOCIAL SERVICES RECIPIENTS

SELF-SUPPORT

Goal Status	TITLE XX						TITLE IV
	AFDC Non-Win	SSI			Income Eligibles	Medicaid	AFDC Win
		Aged	Blind	Disabled			
	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients
GOAL—SELF SUPPORT							
Goal Continued From Previous Quarter							
Goal Initiated							
Transferred from Another Goal							
Goal Achieved—Services Continuing							
Goal Maintained							
Goal Not Achieved—Services Continued							
Goal Achieved—Services No Longer Needed							
Goal Terminated							
Transferred to Another Goal							
Goal Achieved—Transferred to Another Goal							

STATE CODE

QUARTER ENDING MO. YR.

Form 4B

GOAL STATUS OF PRIMARY SOCIAL SERVICES RECIPIENTS

SELF SUFFICIENCY

Goal Status	TITLE XX						TITLE IV
	AFDC Non-Win	SSI			Income Eligibles	Medicaid	AFDC Win
		Aged	Blind	Disabled			
	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients
GOAL—SELF SUFFICIENCY							
Goal Continued From Previous Quarter							
Goal Initiated							
Transferred from Another Goal							
Goal Achieved—Services Continuing							
Goal Maintained							
Goal Not Achieved—Services Continued							
Goal Achieved—Services No Longer Needed							
Goal Terminated							
Transferred to Another Goal							
Goal Achieved—Transferred to Another Goal							

STATE CODE

QUARTER ENDING MO. YR.

Form 4C-Page 1

GOAL STATUS OF PRIMARY SOCIAL SERVICES RECIPIENTS

PROTECTION OF CHILDREN & ADULTS

	TITLE XX							
	AFDC Non-Win		Income Eligibles		Medicaid		Without Regard to Eligibility	
	No. of adult recipients	No. of child recipients	No. of adult recipients	No. of child recipients	No. of adult recipients	No. of child recipients	No. of adult recipients	No. of child recipients
GOAL—PROTECTION OF CHILDREN AND ADULTS								
Goal Continued From Previous Quarter								
Goal Initiated								
Transferred from Another Goal								
Goal Achieved—Services Continuing								
Goal Maintained								
Goal Not Achieved—Services Continued								
Goal Achieved—Services No Longer Needed								
Goal Terminated								
Transferred to Another Goal								
Goal Achieved—Transferred to Another Goal								

STATE CODE

Form 4C-Page 2

QUARTER ENDING MO. YR.

GOAL STATUS OF PRIMARY SOCIAL SERVICES RECIPIENTS

PROTECTION OF CHILDREN & ADULTS

	TITLE XX					TITLE IV	
	SSI					AFDC Win	
	Aged	Blind		Disabled			
	No. of recipients	No. of adult recipients	No. of child recipients	No. of adult recipients	No. of child recipients	No. of adult recipients	No. of child recipients
GOAL—PROTECTION OF CHILDREN AND ADULTS Goal Continued From Previous Quarter							
Goal Initiated							
Transferred from Another Goal							
Goal Achieved—Services Continuing							
Goal Maintained							
Goal Not Achieved—Services Continued							
Goal Achieved—Services No Longer Needed							
Goal Terminated							
Transferred to Another Goal							
Goal Achieved—Transferred to Another Goal							

STATE CODE

QUARTER ENDING MO. YR.

Form 4D

GOAL STATUS OF PRIMARY SOCIAL SERVICES RECIPIENTS

COMMUNITY/HOME-BASED CARE

Goal Status	TITLE XX						TITLE IV
	AFDC Non-Win	SSI			Income Eligibles	Medicaid	AFDC Win
		Aged	Blind	Disabled			
	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients
GOAL—COMMUNITY/HOME-BASED CARE							
Goal Continued From Previous Quarter							
Goal Initiated							
Transferred from Another Goal							
Goal Achieved—Services Continuing							
Goal Maintained							
Goal Not Achieved—Services Continued							
Goal Achieved—Services No Longer Needed							
Goal Terminated							
Transferred to Another Goal							
Goal Achieved—Transferred to Another Goal							

STATE CODE

QUARTER ENDING MO. YR.

Form 4E

GOAL STATUS OF PRIMARY SOCIAL SERVICES RECIPIENTS

INSTITUTIONAL CARE

Goal Status	TITLE XX						TITLE IV
	AFDC Non-Win	SSI			Income Eligibles	Medicaid	AFDC Win
		Aged	Blind	Disabled			
	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients	No. of recipients
GOAL—INSTITUTIONAL CARE							
Goal Continued From Previous Quarter							
Goal Initiated							
Transferred from Another Goal							
Goal Achieved—Services Continuing							
Goal Maintained							
Goal Not Achieved—Services Continued							
Goal Achieved—Services No Longer Needed							
Goal Terminated							
Transferred to Another Goal							
Goal Achieved—Transferred to Another Goal							

STATE CODE

PERIOD ENDING MO. YR.

CHECK ONE: QUARTERLY ☐ YEARLY ☐

Form 5

DAY CARE SERVICES PROVIDED TO CHILDREN

Type of Day Care	TITLE XX							
	AFDC Non-Win./ Training & Job Related		Other AFDC		Income Eligibles		Medicaid	
	No. of children	Total cost	No. of children	Total cost	No. of children	Total cost	No. of children	Total cost
In Home Day Care								
Full Time								
Part Time								
Family Day Care Home								
Full Time								
Part Time								
Group Day Care Home								
Full Time								
Part Time								
Day Care Center								
Full Time								
Part Time								

Type of Day Care	TITLE XX		TITLES IV & XX		TITLE IV-B	
	Blind & Disabled		AFDC Win		CWS	
	No. of children	Total cost	No. of children	Total cost	No. of children	Total cost
In Home Day Care						
Full Time						
Part Time						
Family Day Care Home						
Full Time						
Part Time						
Group Day Care Home						
Full Time						
Part Time						
Day Care Center						
Full Time						
Part Time						

STATE CODE

Form 6

SOCIAL SERVICES RECIPIENTS WITHIN SPECIAL AREAS

PERIOD ENDING MO. YR.

CHECK ONE: QUARTERLY ☐ YEARLY ☐

Special Areas	AFDC (Win & Non-Win)			Income Eligibles			Medicaid		
	No. of adult recipients	No. of child recipients	Total cost	No. of adult recipients	No. of child recipients	Total cost	No. of adult recipients	No. of child recipients	Total cost
Child Abuse									
Child Neglect									
Alcohol Abuse									
Drug Abuse									
Mental Retardation									
Runaway Child									
Aged									
Blind									
Disabled									

Special Areas	SSI			CWS	
	No. of adult recipients	No. of child recipients	Total cost	No. of recipients	Total cost
Child Abuse					
Child Neglect					
Alcohol Abuse					
Drug Abuse					
Mental Retardation					
Runaway Child					
Aged					
Blind					
Disabled					

STATE CODE

PERIOD ENDING MO. YR.

QUARTERLY

YEARLY

CHECK ONE

Form 7

TITLE XX SOCIAL SERVICES PROVIDED TO PRIMARY RECIPIENTS BY GOAL

Social Services	GOALS					
	Self-Support	Self-Sufficiency	Protection of Children and Adults		Community/ Home Based Care	Institutional Care
	No. of recipients	No. of recipients	No. of adult recipients	No. of child recipients	No. of recipients	No. of recipients
Adoption Services						
Chore Services						
Companionship Services						
Day Care Services for Adults						
Day Care Services for Children						
Education & Training Services						
Employment Services						
Family Planning Services						
Foster Care Services						
Health-Related Services						
Home Delivered Meals						
Homemaker Services						
Home Management Services						
Housing Improvement Services						
Recreational Services						
Social Group Services						
Transportation Services						
Other Services (List below)						
_____						
_____						
_____						
_____						
_____						
_____						
_____						
_____						

STATE CODE

PERIOD ENDING
MO. YR.

Form 8

FEES COLLECTED FOR SOCIAL SERVICES UNDER TITLE XX

	Income Eligibles		AFDC (Win & Non-Win)	SSI	Medicaid	Others (including State Fees —no FFP)
	0–79% Median Income	80–115% Median Income				
Number of Fee Payers						
Total Fees Billed $						
Total Fees Collected $						
Number of Non-Fee Payers						
Number of Fee Payment Refusals						

APPENDIX V. EXAMPLE CASP PLAN FORMAT

The Comprehensive Emergency Services Example (Example B) from Section 4 is adapted to some sample reporting forms developed under contract for HEW.* The format is optional, but indicative of the Department's thinking and the data requirements. Fictitious data related to the example is used on the forms.

The first form is the cover sheet reproduced from the source cited. The second page (Narrative Outline), also reproduced from the HEW material can serve as a basic planning guide. The next page is a program summary. This is followed by Service Form A, which is intended to be a service-by-service summary. On this form, the Comprehensive Emergency Services form could have been broken down into its component parts, with one form for each of the services. The reader will see that this was not done here. The state agency, too, will have to strike a compromise between virtually limitless detail and abbreviated summaries too obscure for public understanding . Service Form B summarizes expenditures by Geographic Area. Service Form C summarizes purchase of service. Plan Form 1 is an example of a geographic designation form. Plan Form 2 outlines anticipated expenditures and resources. Plan Form 3.1 provides a summary of services needed. For further discussion of these forms and additional forms, the reader is directed to HEW for the source document.

*Program Guideline For A Plan Format For Title XX Social Services Planning, Human Services Institute for Children and Families, Inc., April 1975.

COVER SHEET

COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN

for the

STATE

of

EXAMPLE

Missiana

Services Program Year October 1, 1975 to September 30, 1976

State's Fiscal Year* October 1, 1975 to September 30, 1976

Department of Human Resources
Designated State Services Agency

Mr. James Foxfire
Director

Mr. Earl Pattimore, Governor
Chief Executive Officer of the State

Public Review Period July 1, to August 15, 1975

Publication Date of Final Plan October 1, 1975

Certification of Approval: Earl Pattimore Date: September 22, 1975
Mr. Earl Pattimore
Governor

Public information concerning this proposed plan and public comment on plan amendments should be addressed to:

Mrs. Elizabeth White

Bureau of Social Services

1277 Greenwood Road

Capitolville, Missiana

Telephone (812) 572-1711

* Services Program Year may also be aligned to federal fiscal year

PROCESS NARRATIVE OUTLINE FOR
STATE SOCIAL SERVICES PLANNING

1	PURPOSE OF THE STATE SERVICES PLAN - Social services selected by the state to meet the national goals 2004(2)(B) - Persons eligible for the specific services within the state 2004(2)(C) - Activities to develop program with specific services . Definition of plan uses . Assessment of needs 2004(2)(J) . Inventory and utilization of related agencies' programs 2004(2)(H) - Services coordination with other human services plans 2004(2) (H) - Maximum utilization of services to meet needs of low income population 2004(2) (H)
2	TABLE OF ORGANIZATION AND SERVICES PLAN RESPONSIBILITIES - Organizational location of staff assigned to plan development and administration of the service delivery system within the state 2004(2) (G) - Coordination mechanism between state, regional, and local agencies involved in plan development 2004(2) (G) - Present and proposed expanded staff capacity to prepare and refine plan document 2004(2) (D) - Designation of planning geography 2004(2) (D)
3	PLANNING AND REPORTING CYCLES (WITH EVALUATIONS) - Factors influencing the setting of priorities - Selection of services by state priorities and objectives in light of assessed needs 2004(2) (G) - Utilization of public and private agencies and volunteers to provide services 2004(2) (G) - Evaluation of previous services delivery under plan of year past as reported 2004(2) (E)
4	KEY PLANNING PRODUCTS AND DECISION POINTS - Proposed Plan Document/Decision makers and schedule of key events - Summary of public comment on plan 2004(2) - Final Plan Document/Linkage to state budget
	DEFINITIONS OF PLANNING TERMS FOR STATEWIDE USE

COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN

PROGRAM SUMMARY

STATE Missiana
STATE SERVICE AGENCY DESIGNATED
TO PREPARE PLAN
Department of Human Resources
PLANNING UNIT IN AGENCY
Bureau of Social Services
SERVICES
PROGRAM
YEAR: October 1, 1975 to September 30, 1975

GOALS	OBJECTIVES 1975/1976 SERVICE PROGRAM YEAR	SPECIFIC SERVICES	ELIGIBLE CATEGORIES AND UPPER INCOME LIMITATIONS	GEOGRAPHIC AREAS		TOTAL INDIVIDUALS TO BE SERVED	ESTIMATED TOTAL EXPENDITURES
				STATEWIDE	SPECIFIC AREAS		
#2 #3	1. Reduce the proportion of abuse and neglect cases where custody of the child is taken from parents or family from 70 percent to 50 percent. 2. Increase by 200 percent reported abuse cases. 3. Respond to calls within two hours. 4. Reduce instances removing children from homes in catastrophe by 50 percent.	Emergency intake, caretaker, homemaker, emergency shelter, emergency foster care, emergency medical, counseling, referral, follow-up, hotline, media campaign, and parental training.	All individuals in need. No upper limitation, but fees charged above 80 percent of median income level.		City A City B	2,000 400	$230,000 60,000

LEGEND

NATIONAL GOAL CATEGORIES ARE:

I. Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency;

II. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;

III. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating, or reuniting families;

IV. Preventing or reducing inappropriate institutional care by providing for community-based care home-based care, or other forms of less intensive care; or

V. Securing referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.

CATEGORIES OF INDIVIDUALS TO BE SERVED

A. Aid to Families with Dependent Children

B. Supplemental Security Income

C. Medicaid

D. Income Eligible Recipients

COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN

CATALOG OF SERVICES

Service Form **A**

STATE Missiana

SERVICE Comprehensive Emergency Services

Code 66-01

SERVICE DEFINITION: To prevent removal of child from home in emergency and to assure continuing efforts to prevent family break-up

METHOD SERVICE DELIVERY BY PURCHASER

DIRECT	PUBLIC	PRIVATE
X	X	X

TOTAL ESTIMATED EXPENDITURES

Federal	$186,000
State/local matching	62,000
Other	42,000
Total	$290,000

GOAL	OBJECTIVES	SERVICE: ITS RELATIONSHIP TO OBJECTIVE AND TO GOAL TO BE SERVED	ELIGIBLE CATEGORIES AND UPPER INCOME LIMITATIONS*	GEOGRAPHIC AREA STATEWIDE	GEOGRAPHIC AREA OTHER(SPECIFY)	ESTIMATED EXPENDITURES
#2 #3	1. Reduce the proportion of abuse and neglect cases where custody of the child is taken from parents or family from 70 percent to 50 percent. 2. Increase by 200 percent reported abuse cases. 3. Respond to calls within two hours. 4. Reduce instances removing children from homes in catastrophe by 50 percent.	Emergency intake, caretaker, community medical, and shelter make rapid and appropriate intervention possible to avoid removal from home. Foster care, homemaker, counseling, parental training, referral and follow-up services help prevent family break-up. Media campaign and hotline increase reports of abuse, neglect, and maltreatment.	All individuals in need. No upper limitation, but fees charged above 80 percent of median income level.		City A City B	$230,000 60,000

*See Form B

COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN

EXPENDITURES BY GEOGRAPHY

Service Form B

STATE Missiana

SERVICE Comprehensive Emergency Services

CODE 66-01

CATEGORIES OF INDIVIDUALS TO BE SERVED*

GEOGRAPHIC CODE	Aid to Families with Dependent Children - Related A	Supplemental Security Income - Related B	The Medicaid Related C	Income Eligible Related D	Estimated Expenditures (State and Federal Matching Funds TOTAL
City A	$140,000	$35,000	$ 20,000	$ 35,000	$230,000 ($192,000=state and federal match)
City B	35,000	10,000	5,000	10,000	60,000 ($56,000=state and Federal match)

* NOTE: Many of these services are considered to qualify as available to anyone in need without regard to income. Since the form does not have a column for these "exempt" services, the estimated expenditures are included in the table in the same proportion as estimated services to be provided to the other categories. Persons with income above the allowable limits are included in the "income eligible" category.

COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN

PURCHASE OF SERVICE

STATE Missiana

STATE SERVICES AGENCY DESIGNATED TO PREPARE PLAN

Department of Human Resources

Service Form C

SERVICES
PROGRAM
YEAR: October 1, 1975 to September 30, 1976

PURCHASES OF SERVICES (City A Only)

NAME AND LOCATION OF AGENCY FOR PURCHASE	SERVICES	CLIENTS TO BE SERVED	ESTIMATED EXPENDITURES FOR PURCHASE
Families in Crisis, Inc.	Intake and Counseling	1,000	$ 80,000
	Follow-up counseling	600	65,000
	Emergency caretakers	200	13,000
	Foster Care	125	20,000
Jason and Jenny Children's Home, Inc.	Adolescent shelter	50	3,000
Salvation Army	Family shelter	100	1,000
Homemakers (to be selected)	Homemaker	350	45,000
University Hospital	Emergency Medical	80	3,000
			$230,000

COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN

GEOGRAPHIC AREAS

PLAN FORM 1

STATE Missiana

STATE SERVICES AGENCY DESIGNATED TO PREPARE PLAN

Department of Human Resources

SERVICES PROGRAM YEAR October 1, 1975 to September 30, 1976

1. Are there other planning regions or multi-county units in the state? Yes [X] No [ ]

2. (Continue, if Yes is marked for 1 above) The services planning boundaries are the same as planning boundaries for No other regional planning agency.

3. (Continue, if Yes is marked for 1 above) The major activities of the other regional planning agencies are in
   - Transportation
   - Land Development
   - Comprehensive Health Planning
   - Criminal Justice Planning
   - Manpower Development and Training
   - Housing
   - Aging Services

4. The Title XX services boundaries are the same as planning boundaries for:

   Criminal Justice, Mental Health, Drug Abuse, Alcohol, Developmental Disabilities, Aging, Child Care, 95% of CETA, 60% of HCDA (although boundaries do not overlap or conflict).

5. Check the Geographic unit upon which the services planning units are built.

   Cities [ ] Counties [X] Multi-County Regions [ ]

ATTACH A MAP OF THE SERVICES/PLANNING UNITS

EXAMPLE

COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN

EXPENDITURES AND RESOURCES

Plan Form 2

STATE Missiana

DESIGNATED STATE SERVICES AGENCY

Department of Human Services

SERVICES October 1, 1975 to September 30, 1976

Expenditures

Comparison between expenditures for previous year

and

Estimate for Program Year 1975/1976

	ACTUAL Preceding Program Year	ESTIMATED Current Program Year	ESTIMATED Total For Proposed Program Year
Total Expenditure	Actual 12 mos. $	Est. 12 months $	$ 290,000
Non-Federal			74,000
Federal			216,000

SOURCES OF THE RESOURCES FOR PROGRAM YEAR 1975/1976

Federally Matched Expenditures

Federal	$186,000
State	25,000
Local	24,000
Donated Funds	10,000
Certified Public Expenditures	3,000
Other (Describe) (none)	
SUBTOTAL:	$248,000

Federally Unmatched Expenditures

Other State Expenditures for Services not Eligible for Federal Matching Funds Under Title XX

PROGRAMS	EXPENDITURES
Federal grant	$30,000
Fees Collected	10,000
Private Agency in-kind	2,000
SUBTOTAL	$42,000

Federally Matched and Unmatched Expenditures — TOTAL $290,000

COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN

SUMMARY OF SERVICES NEEDED

Plan Form 3.1

STATE Missiana

STATE SERVICES AGENCY DESIGNATED TO PREPARE PLAN

Department of Human Resources

SERVICES PROGRAM YEAR: October 1, 1975 to September 30, 1976

Title XX Program Agency Priority	Problem Area	Estimated # With Problem	Services to Address Need	Estimated # Served	Gaps (estimated # in Head	Geographic Area	
						State	Specific Geographic Area